



The Saltire

Student Handbook

1971 - '72

St. Andrews Presbyterian College



College Calendar – 1971-1972

FALL TERM 1971

Aug. 29-Sept. 1	Sunday-Wednesday	New Student Orientation
September 1	Wednesday	New Student Registration
September 2	Thursday (8:30 a.m.)	Classes begin
September 8	Wednesday	Drop/Add period ends
October 1	Friday (5:00 p.m.)	Incomplete grades for Spring and Summer Terms not removed become "F" grades
October 14-15	Thursday-Friday	Mid-Term reading period
October 29	Friday (5:00 p.m.)	Mid-Term grades due
November 4-10	Thur.-Wed. (5:00 p.m.)	Registration for Spring and Winter Term
November 23	Tuesday (5:00 p.m.)	Thanksgiving Recess begins
November 29	Monday (8:00 a.m.)	Thanksgiving Recess ends
December 11	Saturday	Graduate Record Exams
December 17	Friday (5:00 p.m.)	Fall Term ends
December 18	Saturday (noon)	Dormitories close
December 22	Wednesday (noon)	Fall Term grades due

WINTER TERM 1972

January 3	Monday (8:30 a.m.)	Winter Term begins
January 28	Friday (5:00 p.m.)	Winter Term ends
January 28	Friday (5:00 p.m.)	Incomplete grades for Fall Term not removed become "F" grades

SPRING TERM 1972

Jan. 30-Feb. 1	Sunday-Tuesday	Orientation of New Students
February 1	Tuesday	New Student Registration
February 1	Tuesday (5:00 p.m.)	Winter Term grades due
February 2	Wednesday (8:30 a.m.)	Classes begin
February 8	Tuesday (5:00 p.m.)	Drop/Add period ends
February 29	Tuesday (5:00 p.m.)	Incomplete grades for Winter Term not removed become "F" grades
March 24	Friday (5:00 p.m.)	Mid-Term grades due
March 23	Thursday (5:00 p.m.)	Easter Vacation begins
April 4	Tuesday (8:00 a.m.)	Easter Vacation ends
April 20-26	Thursday-Wednesday	Registration for Fall Term
April 22	Saturday	Graduate Record Exams
May 18	Thursday (noon)	Senior grades due
May 19	Friday (5:00 p.m.)	Spring Terms ends
May 21	Sunday	Baccalaureate/Graduation
May 24	Wednesday (noon)	All grades due

SUMMER TERM 1972

June 5	Monday	Summer Term begins
August 11	Friday	Summer Term ends

THE SALTIRE



STUDENT HANDBOOK 1971 - 1972

ST. ANDREWS PRESBYTERIAN COLLEGE
Laurinburg, North Carolina

TABLE OF CONTENTS

4-1-4 CALENDAR	Inside Front Cover
STUDENT ASSOCIATION	3-15
COLLEGE REGULATIONS	16-41
CODE OF RESPONSIBILITY	16-19
JOINT STATEMENT	19-25
JUDICIARY PROCEDURE	25-29
ACADEMIC POLICIES	29-36
NON ACADEMIC POLICIES	37-41
ADMINISTRATION AND FACULTY	41-47
STUDENT PERSONNEL SERVICES	41-45
FACULTY AND STUDENT COMMITTEES	45-47
CAMPUS ACTIVITIES	48-54
CAMPUS SERVICES	55-61
THE ADMINISTRATION	62
GENERAL INFORMATION	63-65
INDEX	66-70
ALMA MATER	Inside Back Cover

This Handbook was prepared by the Handbook Committee of the St. Andrews Student Government in cooperation with the Office of Student Personnel Services. Committee membership included Lani Baldwin, Darlene Mobley, Jane Monteith, Wilma Reichard, John Van den Heuvel and Wayne Warren, with Miss Carolyn Snider as advisor.

Student Association

Organization of the Student Association

The Student Association consists of every student at St. Andrews. The government of the Student Association is divided into three branches. The Student Cabinet, as the executive branch, is composed of the executive officers of the student body, together with the presidents of all the major organizations of the Association and the Attorney General, representing the judicial branch. The Cabinet serves as the coordinating agency for campus student activities at an executive level. All major College-related organizations are immediately responsible to the Student Cabinet. (**Article III, Section 4b and c**).

The judicial branch, composed of five courts, is staffed by elected representatives of the student body. The courts try all social offenses and any honor code violations. (**Article V**).

The Inter-Dormitory Senate, as the legislative branch, is composed of elected representatives from all the dormitories and from the day students. The Senate considers and initiates all legislation pertaining to student welfare and general student interest. (**Article IV, Section 1b and c**). Every major organization of the student body has faculty and staff advisors to assist with programs of the student groups.

U.S.N.S.A.

St. Andrews is a member of the United States National Student Association, a confederation of more than three hundred college and university student governments across the nation. USNSA is a non-profit, non-partisan, non-sectarian, educational association which serves as a medium for the exchange of ideas, problems and solutions of the member schools.

STUDENT ASSOCIATION OFFICERS

The Cabinet:

The Cabinet is composed of the five elected officers of the student body, a representative from the Inter-Dormitory Senate, and the heads of the Student Associations' three major branches.

President	Ken Watkins (President Student Assoc.)
Vice-President	Scott Breckenridge (President IDS)
Secretary	Bette Boykin
Treasurer	Jay Bender
Attorney General	Mollie McLeod
College Union Board	Chip French
College Christian Council	Janie McLawhorn
Advisor	Dean R. W. Decker

The Senate:

The Inter-Dormitory Senate is headed by the Vice-President of the student body and is composed of the presidents and vice-presidents from each dormitory.

President	Scott Breckenridge
President Pro-Tem	Cherryl Holt
Secretary	Nancy Coyle
Advisors	Dean R. W. Decker
	Dr. Richard Prust

Albemarle	Concord	Granville
Johnnie McLaughlin	Cherryl Holt	Susan Whitford
Laura Humphress	Pat Carr	Bettye Flowers
Kings Mountain	Orange	Wilmington
Paul Jamison	Eddie Smith	Mary Hutcheson
Davis Miller	Ann Polley	Nancy Coyle
Mecklenburg		Winston-Salem
Dave Beale		Randy Von Unwerth
David Landis		Chuck Caldwell

The Elections Board:

The Elections Board is responsible for conducting all campus elections which involve election of student government officers and voting on constitutional amendments. It decides when elections will be held, sets up rules for campaigning procedure, makes sure candidates are qualified, conducts dorm forums for the candidates, counts ballots, and announces all results.

John Bryan	David Bunn
James Stephens	Sam Watkins

College Union Board:

The College Union Board is the specific organization on campus in charge of entertainment—large and small events—working by itself or in conjunction with other organizations. It is also the sole student organization which shares, with the Student Personnel Services, the mutual responsibility for the students' services and events offered in the College Union. The members of the Board are responsible for finding and hiring bands and combos to play at major events and dances throughout the year. In addition to this, the Board provides movies and weekend travel and guest speakers. Dormitory Social Chairmen will be members of the Board to help plan and co-ordinate campus events.

President	Chip French
Vice-President	Ron Hayden
Secretary	Darlene Mobley
Treasurer	Arch Baker
Major Concerts	Ron Hayden
Movies	John Eldridge
Advisor	Mr. Robert Chaiken

The Dormitory Social Chairmen:

Albemarle Karo Moore	Mecklenburg John Eldridge
Concord Mary Daniels	Wilmington Wanda Jones Maggie Knowles
Granville Darlene Mobley	Winston-Salem Lonnie Burrell
Kings Mountain Wayne Warren	Orange Dennis Lisenby

College Christian Council:

The College Christian Council is a campus-wide, inter-denominational group which attempts to provide a context within the campus and within the community for honest questioning, concern, communication, worship, and action. Specific programs and projects of the CCC include: a Peace Corps, working with underprivileged communities in Laurinburg, through tutoring, construction and recreation; a series of symposia on controversial and relevant topics of concern; aid in planning of chapel and special services throughout the year; publication of the **Dialogue**, an "instrument of communication" on campus; a Deputation Team which visits youth groups in churches all over North and South Carolina; an occasional event or concert, such as the Southern Folk Festival.

President	Janie McLawhorn
Vice-President	Hunter Watson
Treasurer	Gary Mallard
Secretary	
Campus Ministry Concern	Jill Robinson
Deputation Team	Hunter Watson
Peace Corps	Lavis Bowden
Publicity	Susie Moyers
Advisors	Dr. Robert Davenport Rev. Vann Joines

The Intramural Sports Council:

The Intramural Sports Council is responsible for all recreational sports on campus. It includes individual and dormitory competition in such sports as volleyball, swimming, football, softball, basketball, tennis, ping-pong, golf, hockey, and bowling. At certain scheduled dates during the year the college also participates in intercollegiate play-days and sports meets. Every female student is automatically a member of the Women's Recreation Association and every male student is automatically a member of the Men's Recreation Association. Seasonal sports chairmen will be chosen in the fall.

The Orientation Committee:

The Orientation Committee is responsible for setting up activities to acquaint incoming freshmen with the different opportunities both socially and academically that St. Andrews offers. The schedule will be channeled through dorm functions and student-faculty advisory committees. It is designed not only to present the physical structure of the campus, but to introduce a "bit of college life," to the freshmen.

Co-chairmen ----- Sid Atkinson, Mary Ann Merritt
Banks Garrison, John Rhoderick, Sarah Pollock, Sheila McLean,
John Robinson

Advisors ----- Mr. Robert Chaiken
Dean R. W. Decker

The Handbook Committee:

The Handbook Committee formulates the most up-to-date and accurate description of the life, activities, rules, and procedures as they exist on campus. The entire format of the **Saltire** is the province of the committee. Editorial statements are drafted for consideration by the committee and the advisor and the administration. The members of the Handbook Committee are chosen from students who indicate an interest in composing the following year's **Saltire**.

Chairman ----- Lani Baldwin
Darlene Mobley, Wilma Reichard, Jane Monteith, John Van
den Heuvel, Wayne Warren
Advisor ----- Carolyn Snider

CONSTITUTION OF THE STUDENT ASSOCIATION

ARTICLE I. NAME

This organization is known as the St. Andrews Student Association, hereinafter referred to as the Student Association.

ARTICLE II. MEMBERSHIP

Every regularly enrolled, full-time student at St. Andrews Presbyterian College is a member of the Student Association.

ARTICLE III. EXECUTIVE BRANCH

Section 1. The Executive Officers of the Association

The Executive Officers of the Association and the Student Cabinet are the President, the Vice-President, the Secretary, and the Treasurer.

Section 2. Qualifications of Executive Officers

(a) The President and the Vice-President must have held an elected position within the Student Association.

(b) For all elected positions within the Student Association, one must possess a 2.0 overall scholastic average to run for or hold that office.

Section 3. Duties of the Executive Officers

(a) The President serves as the official representative of the Student Associ-

ation and President of the Student Cabinet, calls and presides over all meetings of the Student Association and the Cabinet, approves or vetoes all legislation passed by the Senate within ten academic days. If by the end of the aforementioned ten days the President has not acted on the legislation, this legislation will be considered approved. The President also refers approved legislation to the President of the College, appoints such committees and fills such positions as are necessary for the operation of the Student Association with the consent of the Senate unless otherwise specified in this Constitution and serves as a member of the Student Life Committee.

(b) The Vice-President serves as President of the Senate; serves as a member of the Student Cabinet; assumes the duties of the President in his absence or at his request, and assumes the office of the President if for any reason the President must vacate his office.

(c) The Secretary serves as a member of the Student Cabinet, maintains a permanent record of all minutes of the meetings of the Student Association and the Student Cabinet, posts the minutes of the meeting of the Student Association and the Student Cabinet in the Student Center within one week following each meeting; communicates all decisions and recommendations of the Student Association and Student Cabinet to the Office of the Dean of Students and other appropriate agencies; and handles all correspondence of the Student Association and Cabinet.

(d) The Treasurer serves as member of the Student Cabinet, draws up a budget for the Student Cabinet; receives proposed budgets from the Intramural Sports Council, College Union Board, and College Christian Council; formulates the Student Association budget for the coming year in consultation with the Senate; maintains a permanent record of all financial transactions of the Student Association and quarterly reports to the IDS; submits the Treasurer's books to the Business Office to be audited once per semester and/or at the request of the Business Office or the IDS.

Section 4. Student Cabinet

(a) The Student Cabinet is the executive body of the Student Association.

(b) The Student Cabinet is composed of the President, Vice-President, Secretary, and the Treasurer of the Student Association, the Presidents of the College Union Board, and the Student Christian Council; an additional representative from the Senate who shall be elected within the membership of that body; the Attorney General. Advisory representation is appointed by the Dean of Students.

(c) The Student Cabinet is the coordinating agency for campus student activities at an executive level; makes recommendations to, asks opinions of, and hears all College-related bodies; implements all approved legislation; approves all operating codes and by-laws of Student Association Organizations; approves all Presidential appointments with exception of elected offices of the Student Association and others specified in this Constitution.

ARTICLE IV. LEGISLATIVE BRANCH

Section 1. Inter-Dormitory Senate

(a) The Inter-Dormitory Senate is the legislative body of the Student Association.

(b) The IDS consists of the Vice-President of the Student Association, the President and Vice-President of each dormitory and two day student representatives. Advisory representation, the preference of which the IDS may specify, is selected in keeping with procedures provided in the Faculty By-Laws.

(c) The IDS considers all questions of student welfare and general student interest; serves as coordinating body for Interdormitory Activities and programs;

considers and initiates all legislation; refers legislation to the Student Association President for his approval or veto; has the power to override the Student President's veto by a two-thirds vote of the Senate, hears recommendations from the Student Association Treasurer and approves a budget for the Student Association and authorizes any expenditures necessary outside the budget; appoints committees necessary for the operation of the business of the Senate; fills any vacancies which occur in the cabinet; has the power to impeach and remove from office any officer of the Student Association, (other than a dorm President and Vice-President and the off-campus representative to the IDS, who may be impeached by their constituents only with a two-thirds vote of approval by the IDS), with a two-thirds vote of the IDS; establishes all courts and judiciary committees not herein established; and by a two-thirds vote of the Senate gives consent for membership of Student Association agencies in all local, regional, and national organizations.

(d) No student shall hold more than one seat in the Senate.

ARTICLE V. JUDICIAL BRANCH

Section 1. Rights of the Defendant

The defendant has the right to counsel (faculty, administrative, or student); the right to a just trial without undue delay by the constituted court of his peers; the right to meet in person his accuser(s) at his trial; the right to call any witnesses; the right to be present during his trial until deliberation concerning the final decision begins; the right not to testify against himself; the right to appeal; the right to forego trial by his peers in lieu of judgment by the College Administration.

Section 2. Attorney General

(a) The Attorney General is an elected student and must have served at least one year on either the Residence Courts, the Student Judiciary Board, or the Student-Faculty Appellate Board.

(b) The Attorney General will be chairman of the Judicial Committee and will serve on the Cabinet as the representative of the Judicial system. The Attorney General receives all cases and refers each to the court with the proper jurisdiction; appoints investigator(s) for each trial from the Judicial Committee; sees that the defendant is aware of his rights; receives all appeals and sends them to the courts in which the appeals will be heard; and receives minutes and coversheets for approval by proper administrative personnel.

(c) The Attorney General at his own discretion may combine Men's and Women's Residence Courts in accordance with the by-laws of both courts.

Section 3. The Judicial Committee

(a) The Attorney General will serve as the Chairman of the Judicial Committee; he will appoint, with the approval of the Senate, nine members of whom one will serve as secretary.

(b) The Judicial Committee investigates all cases to be heard by courts in the judicial system; keeps confidential records of all violations heard in dormitory councils and all court cases; handles any publication to be made of court decisions and sees that all approved sentences are administered. The Dean of Students will serve as permanent advisor to the Judicial Committee. All members of the Judicial Committee are distinct from those on the Residence Courts, Student Judiciary Board, and the Student-Faculty Appellate Board.

Section 4. Student-Faculty Appellate Board

(a) The Student-Faculty Appellate Board is the highest judicial body representing the students, Faculty and Administration of St. Andrews Presbyterian College, which makes recommendations to the President of the College, or his

own appointed representatives.

(b) The Student-Faculty Appellate Board consists of two elected members from the incoming senior class, and one elected member from the incoming junior class; one faculty-administration member elected in keeping with the procedure provided in the Faculty By-Laws; one representative of the Dean of Students; one student, faculty, or administration may act as the counsel of the student being heard. The Board elects a chairman from its membership.

(c) The Student-Faculty Appellate Board interprets the Constitution of the Student Association, and hears all appeals from the Student Judiciary Board, but has no original jurisdiction. Upon hearing an appeal the Board may uphold or reduce the original sentence. All members of the Board are distinct from those on the Student Judiciary Board and Residence Courts.

Section 5. Student Judiciary Board

(a) The Student Judiciary Board is a student Judicial body of the Student Association, which makes recommendations to the President of the College or his own appointed representative.

(b) The membership of the Judiciary Board consists of three elected members from the incoming Senior Class, two elected members from the incoming Junior Class, and two elected members from the incoming Sophomore Class. One faculty-administrative representative selected in keeping with procedure provided in the Faculty By-Laws and one representative of the Dean of Students serve as advisors to the Student Judiciary Board. The Board elects a chairman and vice-chairman from its membership. All members of the Board are distinct from those on the Student-Faculty Appellate Board and the Residence Courts. A quorum consists of five members.

(c) The Student Judiciary Board hears all cases involving Honor Code offenses and all other offenses specified in the College Regulations which are outside the jurisdiction of the Residence Courts.

Section 6. Residence Courts

(a) The Men's Residence Court shall consist of two elected representatives from each of the men's dormitories; one elected representative from each co-ed dormitory; and one faculty advisor appointed by the Dean of Students and the Dean of the College. A chairman and a vice-chairman shall be elected by the Men's Residence Court. A quorum shall consist of 75% of the total representation.

(b) The Women's Residence Court shall consist of two elected representatives from each of the women's dormitories; one elected representative from each of the co-ed dormitories; and one faculty advisor appointed by the Dean of Students and the Dean of the College. A chairman and a vice-chairman shall be elected by the Women's Residence Court. A quorum shall consist of 75% of the total representation.

(c) The Residence Courts shall try violations of social regulations except Honor Code violations.

(d) The Residence Courts will accept cases from Dorm Council and will hear appeals from the defendants from Dorm Councils.

Section 7. Traffic Council

(a) The Traffic Council consists of five members, two seniors, two juniors, and one sophomore, to be appointed by the Senate upon recommendation from the Attorney General.

(b) The Traffic Council shall consider all traffic tickets which are contested and shall initiate action to insure payment of unpaid tickets.

(c) The contest may be further carried to the Student Judiciary Board.

Section 8. Summer Court

(a) In the absence of regular courts during the summer sessions there shall be formed a Summer Court to handle all student judicial matters. It shall be a regularly constituted court, making recommendations to the President of the College or his own appointed representative.

(b) The court shall consist of four students to be appointed by the Attorney General with the approval of the Senate; two faculty members appointed by the President of the College; and Dean of Students.

ARTICLE VI. DORMITORY ORGANIZATION

Section 1. Dormitory Officers

(a) Each dormitory shall elect a President from within the dormitory membership from the rising Senior or Junior Class in the Spring.

(b) The Vice-President of the dormitory shall be elected from the dormitory membership in the Spring.

Section 2. Dormitory Councils

(a) A Dormitory Council is responsible for the general welfare of students in a particular residence hall.

(b) The membership of a Dormitory Council consists of the President, Vice-President, and Suite Leaders of the residence halls. In extraordinary cases concerning residency requirements of candidates for the dormitory offices, the Election Board shall make the final decision.

(c) A Dormitory Council has the power to legislate policies pertaining to the dorm, not in conflict with school policies, and to oversee dorm social plans.

(d) A Dormitory Council may have judicial powers for dorm policies, not in conflict with school policies, or it may be a hearing or counseling body for dorm policies.

Section 3. Each dorm shall elect at least one social chairman to represent the dorm on the College Union Board.

ARTICLE VII. COLLEGE UNION BOARD

Section 1. The College Union Board coordinates the total program of dormitory and campus-wide social activities placed on a general social calendar, in cooperation with the Office of the Student Personnel Services.

Section 2. The membership of the College Union Board consists of the President, Vice-President, and one social chairman from each dorm. A secretary and treasurer will be elected by the Board from the board members. A representative of the Office of Student Personnel Services serves as advisor.

Section 3. The President of the Board must be a member of the incoming Junior or Senior Class and have served at least one semester on the Board or one of its committees.

ARTICLE VIII. COLLEGE CHRISTIAN COUNCIL

Section 1. The College Christian Council sponsors the activities of the various standing committees under its auspices; coordinates programs to further the growth in Christian faith in the college community, and provides the means by which college and community communication and understanding may be promoted, all in response to the implications of Christian love for personal and community living and the need for and appropriations of such programs.

Section 2. The College Christian Council consists of a President, Vice-President, Secretary, and Treasurer who are elected officers, and the College Pastor,

the chairmen of standing committees, one or more faculty advisors, and other representatives as are appropriate, all of whom are voting members of the Council.

Section 3. The President shall be a member of the incoming Junior or Senior class and must have served at least one term on the Council or one of its committees.

ARTICLE IX. INTRAMURAL SPORTS COUNCIL

Section 1. The Intramural Sports Council coordinates all activities in recreation and promotes coeducational recreational programs in cooperation with the Department of Physical Education.

Section 2. The Chairmanship of the Intramural Sports Council shall alternate from year to year between the President of the Women's Recreation Association and the Men's Recreation Association. When the fall semester begins in an odd year, the President of the Men's Recreation Association shall be the Chairman. When the fall semester begins in an even year, the President of the Women's Recreation Association shall be the Chairman. The Advisors of each organization shall serve as advisors of the entire Council.

Section 3. All male students are members of the Men's Recreation Association. Its executive board consists of a President who is elected in a general election by the members of the Men's Recreation Association, and one representative from each dormitory. A representative of the Physical Education Department serves as Advisor. This executive board coordinates men's recreational activities, and promotes men's athletic programs.

Section 4. All women students are members of the Women's Recreation Association. Its executive board consists of a President, and representatives from each dormitory. The President is elected in a general election by the members of the Women's Recreation Association. A representative of the Physical Education Department serves as advisor. This executive board coordinates women's recreational activities and promotes women's athletic programs.

Section 5. The President of the Men's Recreation Association and the President of the Women's Recreation Association must have served at least one term on the council, on one of its committees, or on the executive board of a recreation Association.

Section 6. The Publicity Chairman and Awards Chairman shall be appointed by the executive officers of the Women's Recreation Association.

ARTICLE X. COLLEGE-RELATED COMMITTEES

Section 1. Student members shall serve in an equal capacity with all other members on all standing committees and boards, unless otherwise specified by the Faculty By-Laws.

(a) Student membership on these committees will come from the student body at large.

(b) Appointments shall be made by the President of the Student Association and approved by the Student Cabinet unless otherwise specified by the Faculty By-Laws and this Constitution.

Section 2. Student members of such Faculty Committees as the Faculty Executive; The Code Implementation Committee; will be nominated by the IDS with recommendations from the President of the Student Association. The IDS shall determine which body shall approve the student members of additional committees.

Section 3. Student Life Committee

The Student Life Committee is a joint student-faculty administrative body provided for in the Faculty by-laws with responsibility to oversee and coordinate student life in nonacademic matters. With the Dean of Students as Chairman, it will function as a liaison agency between the Student Association and the Faculty and Administration.

The Student Life Committee consists of an equal number of representatives from the Student Association and jointly of the Faculty and Administration. These members will be the Student Association President; a designated member of the Senate; five student representatives, with each class represented, appointed by the Student Association President and approved by the Senate; the Dean of Students; six additional representatives from the Faculty and Administration, one of which must be a representative of the staff of the Dean of Students.

As a hearing body to review questions which may be referred to it, the Student Life Committee makes recommendations to, asks opinions of, and hears reports from any College-related body; charters clubs; serves as a long-range planning group for student life; and develops policies and procedures necessary for a total program of student publications.

Section 4. The student representatives are responsible for reporting to the IDS and to other responsible persons or agencies through the appropriate channels of communication.

ARTICLE XI. MEETINGS

The time and place of meetings of the Student Association Organizations are specified in the By-Laws of each organization.

ARTICLE XII. ELECTED OFFICERS

Section 1. The officers of the Student Association with the exception of the off-campus representatives to the IDS, are elected in a general election each Spring Term before the end of April and serve a term of office beginning at their installation which takes place within two weeks after the close of the Student Association elections and ending with the installation of new officers in the spring semester of the succeeding year. The off-campus representatives shall be duly elected within four weeks after Fall Registration.

Section 2. No student shall hold more than one elected office in the Student Association.

Section 3. The position of Suite Leader is an office of the Student Association but is not considered as an elected office.

Section 4. All candidates for Student Association offices must have properly filed in the Office of Student Personnel Services in accordance with the provisions made by the Election Board.

Section 5. No student with Probationary status shall be a candidate for or hold any elected or appointed office in the Student Association unless otherwise approved by the Faculty Executive Committee.

ARTICLE XIII. AMENDMENT PROCEDURE

Section 1. The Senate may initiate an amendment. If it is passed by a two-thirds majority of the Senate, it is automatically posted in the College Union for two weeks, at the end of which time it is presented to the Student Association for a vote. A three-fourths majority of the Student Association members voting is necessary for adoption. If adopted it is subject to review by the Dean of Students and approval by the Faculty and approval of the President of the College. If adopted, the amendment becomes part of the Constitution.

Section 2. The members of the Student Association may initiate an amendment by presenting a petition to the President of the Student Association signed by at least one-third of the members of the Student Association. The President of the Student Association posts the petition in the College Union for two weeks at the end of which time it is presented to the Student Association for a vote. A three-fourths majority of the Student Association members voting is necessary for adoption subject to review by the Dean of Students and approval by the faculty and President of the College, the amendment becomes part of this Constitution.

Section 3. By-Laws of this Constitution are amended in the Inter-Dormitory Senate. Any proposed By-Law amendment must be presented to the Senate and then posted in the College Union for one week, at the end of which time it is presented to the Senate for approval by a two-thirds majority of those present; subject to approval by the Student Association President in keeping with the procedure described in Article III, the By-Law amendment becomes a part of the By-Laws of this Constitution.

Section 4. The St. Andrews Student Association Constitution shall be revised every five years beginning with the Spring Semester, 1967, only to include all amendments and to exclude all redundancies. Any revision shall be made with the approval of the Senate.

ARTICLE XIV. BY-LAWS OF STUDENT ASSOCIATION ORGANIZATIONS

Each organization of the Student Association must enact a set of by-laws within one month of their first business meeting consistent with the provisions of this Constitution.

ARTICLE XV. RATIFICATION

This Constitution will be ratified by a majority of those voting, if the voting is at least 50% of the Student Association, and becomes effective with the signature of the President of St. Andrews Presbyterian College.

BY-LAWS OF THE CONSTITUTION OF THE ST. ANDREWS STUDENT ASSOCIATION

I. ORIENTATION COMMITTEE

(a) An Orientation Committee is appointed by the Student Association President in consultation with the Dean of Students and with the consent of the Senate.

(b) This Committee consists of seven members, three men and three women representing the rising upperclassmen, and one advisor. Co-chairmen are designated by the Student Association President, one being a male member and one being a female member. The Co-Chairmen are awarded one week Summer Resident Assistantships to complete the final planning of the Committee during the summer sessions. The Dean of Students appoints advisory representation.

(c) The Orientation Committee will be appointed at least two months before the end of the spring semester.

II. HANDBOOK COMMITTEE

(a) A Handbook Committee is appointed by the President of the Student Association in a consultation with the Dean of Students and with the consent of the Senate.

(b) This Committee consists of three men and three women students representing the rising upperclasses. A chairman and a Recording Secretary are designated by the Student Association President, one from the women and one from the men. A representative of the Office of Student Personnel Services shall serve as advisor.

(c) This committee receives recommendations relative to provisions of the handbook, and formulates editorial statements for consideration by the proper student, faculty, and administrative authorities.

(d) The Handbook Committee shall be appointed by the third Monday of the Spring semester.

III. SUMMER COORDINATORS

(a) Two Summer Coordinators shall be appointed by the Student Association President. The President can be one of the Coordinators. The coordinators are students who plan to attend the College Summer Sessions, and they are awarded Summer Resident Assistantships.

(b) The Summer Coordinators are instructed by the President of the Student Association and their duties are: to serve as the official representatives of the student government; communicate to members of the student government any changes and decisions made concerning policies and campus regulations; handle all correspondence for the Student Association; to assist with the completion of orientation plans and student handbook.

(c) The Summer Coordinators shall be appointed by the last week of the Spring Semester, and approved by the Student Cabinet.

IV. GRADUATION COMMITTEE

(a) The Graduation Committee and its chairman are appointed by the Student Association President with the consent of the Senate.

(b) The Two members of the Graduation Committee and the chairmen of the committee are members of the rising Senior Class, appointed before the end of their Junior year.

(c) The Graduation Committee works with the College Administration in preparing for graduation exercises.

V. ELECTIONS BOARD

(a) The Elections Board shall conduct all Student Association elections and is to announce the outcome.

(b) The Elections Board consists of the three Senior members of the Student Judiciary Board, the two senior members of the Appellate Board, three seniors, appointed by the President of the Student Association with the approval of the Senate, one representative from the Office of Student Personnel Services and one faculty member selected by the Student Life Committee. The chairman is selected within the membership of the Board.

(c) The Elections Board begins functioning after elections each spring, sets up election dates for the coming year in accordance with the constitutional provisions; prepares the official ballots from the basic list of candidates meeting the constitutional qualifications who have filed with the Office of Student Personnel Services; supervises campaign regulations; supervises the polls; and counts ballots.

(d) In a single position election the winner shall be determined by a simple majority of the total votes cast for that office. If no candidate receives a simple majority, there shall be a run-off election between the candidates who polled the two highest number of votes. If there is no majority in the run-off, then the candidate with the greatest number of votes wins the election. In case of a tie in the run-off elections as stipulated, the matter shall be sent to the Senate for resolution.

(e) In multi-purpose elections the candidates receiving the greatest number of votes shall be elected. If the stated number of positions cannot be filled, as a result of a tie, there shall be a run-off.

VI. QUORUM

In order to transact any business in an Association Organization, except an academic class, a quorum must be present. A quorum is a majority of those entitled to vote. An academic class must have the consent of at least one-third of its membership before it may transact any business.

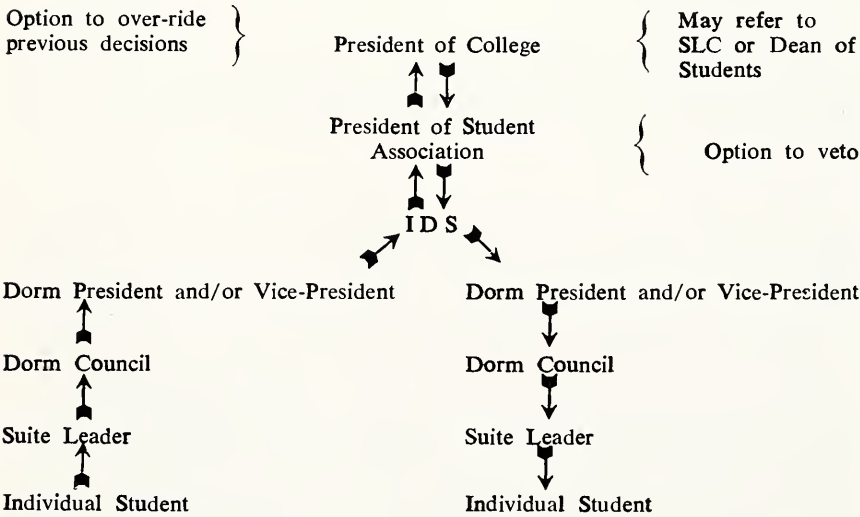
VII. RULES OF ORDER

Unless otherwise provided for, all questions of order are decided by **Roberts Rules of Order**, revised.

DORM AUTONOMY STATEMENT

(Dorm autonomy is being studied by the Student Life Committee. The most recent interpretation of individual dorm responsibility was submitted by the Student Faculty Appellate Board on March 9, 1970.)

“Dorm autonomy was only the recognition of the need for dorms to be able to determine their own practice of situations that are appropriate specifically to them; in line with policies approved by the IDS. Dorm autonomy was not meant to presuppose that the IDS would act as a rubber stamp to any and all proposals made by the Dorm Councils. Due to the apparent lack of communication among all levels of campus government organization, we interpret from the 1969-1970 Constitution of the Student Association the following procedure as a necessary organization guide-line.



“Campus information media, i.e., LANCE, WSAP, should always be notified of all decisions involving student life as they are made by the IDS, Student Personnel Services, SLC, or the President of the College.”

COLLEGE REGULATIONS

General Guides

St. Andrews Code of Responsibility

PREAMBLE:

St. Andrews is a church-related, coeducational, residential, liberal arts college. It exists to liberate men and women socially, intellectually, and religiously. Its purpose is to develop men and women whose leadership and service are an expression of their critical, creative and disciplined minds and lives and of their humane concern. The effectiveness of such an educational process is determined by the quality of the total life of the college community.

The College recognizes that excessive conformity prevents community and forbids individuality. Similarly extreme individualism not only prevents individual growth, but denies the individual's responsibility for his brothers' good in community. Therefore, the College endeavors to hold in meaningful and balanced tension both independence and inter-dependence. To give its members an opportunity for maturation it advocates freedom; to ensure the existence of a viable community it insists upon the exercise of responsibility. It believes that its educational purposes can best be accomplished in an atmosphere of responsible freedom and commitment rather than by means of superficial conformity to a set of detailed rules and prohibitions. It believes that responsible maturity is more likely to develop when each member of the community is both free and obligated to struggle with principles of conduct and to accept full responsibility for his own actions and decisions.

To honor these commitments of St. Andrews, this Code is subscribed to and honored by the entire College community: Board of Trustees, administration, faculty* and students. It is recognized that every particular will not apply equally to each of these segments of the College. Nevertheless, the spirit of the whole does apply, and each segment should embrace the particulars in ways appropriate to its conditions and needs.

Honor System. Each member of the College community is expected to subscribe to the St. Andrews Honor Code: "As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."

Academic Responsibility. Students have the right to take reasoned exception to selected data or views offered in courses and to reserve judgment about matters of opinion. They are, therefore, protected against prejudicial of capricious evaluation. Professors have a responsibility to inform students concerning course expectations and criteria for performance evaluation and to maintain office hours for conferences with students who need counsel and advice regarding their progress in the course. Students are responsible, however, for learning the content of any course in which they are enrolled; and they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Knowledge of student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Members of the student body and members of the faculty should be protected from arbitrary curriculum changes (e.g. catalog changes,

changes in major requirements, without following appropriate procedures).

**The Faculty approves the Code with the proviso that any reading or interpretation of this Code is null and void which is at variance with the By-Laws of the Faculty or the Student Constitution which the Faculty approves and that this qualification be published with any official report or publication of the faculty's approval of the Code.*

Academic and Disciplinary Records. The College maintains one official copy of the student's academic record and one copy of his non-academic record. These records are confidential, and their contents are not revealed to others, with the exception of parents and guardians, without a written request from the student or a court order. Academic transcripts contain only academic data except that all withdrawals prior to graduation, voluntary or involuntary, are considered relevant and are recorded on the transcript. Upon the student's departure from the College only academic and official disciplinary records of legitimate courts are retained; all others are destroyed. The College will establish for each student a placement file in accordance with professional standards.

Freedom of Expression and Assembly.

1. Members of the academic community and college organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Members of the academic community and all authorized college organizations should be allowed to invite and to hear any person of their own choosing, provided that the event and the speaker are properly scheduled by the Calendar Committee and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Media. The College newspaper, other publications, and campus broadcast media are recognized as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. The quality of such output is expected to reflect the kind of intellectual production normally associated with an academic community: intellectual integrity, judicious perception of the pros and cons of any position, rational argument and careful scholarship. They shall have freedom of expression within the context of the following limitations:

a. Recognition on the part of authors, editors and commentators that freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, slander, impropriety, undocumented allegations, attacks on personal integrity, and the technique of harassment and innuendo.

b. The right of any person in the community who thinks that he or the College has been abused in any way mentioned to appeal to the proper authorities for redress; (1) if the author is a student, appeal to the Student Judiciary Board; (2) if the author is a professor, appeal to the Faculty Personnel Committee.

c. Recognition that if a person outside the College brings legal action against the College which results from statements made by a student in student media, the College may also bring charges against such a student to the Student Judiciary Board.

d. Each of the media will carry the statement that the opinions expressed by it are not necessarily those of the College.

Personal Privacy and Safety. Each person has a right to safety in his person and belongings, to privacy in his residence, to freedom from offensive, riotous, unruly or disruptive conduct on the part of others, and to the maintenance of an atmosphere conducive to study. Likewise, each person has the responsibility to help provide and protect this right for the other members of the community; and each person has a responsibility to respect the property of the College. It is the responsibility of the College to provide a security system to protect persons and property. It is a collateral responsibility of the members of the community to respect and cooperate with the Security Officers in the interest of community well-being.

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and the maintenance of the College plant. It also reserves the right to search a room for a specific purpose provided the following conditions are met: (a) that the reasons therefor and the objects or information sought have been clearly specified by or to the Dean of Students in writing, that this information is clearly specified in writing to all students involved, and kept on file; and (b) that justifiable cause to conduct the search is found to exist by the Dean of Students; and (c) that the student involved is present if possible during the search; and (d) that the search is conducted by a member of the office of Student Personnel Services, and the dorm president or vice-president or the suite leader of the involved suite. Since protection against improper search is important to student rights and freedoms, the dorm president or vice-president must agree that it is not possible for the student involved to be present, as specified in term "c" above, before a search is made.

Alcoholic Beverages. St. Andrews strongly disapproves the misuse of alcoholic beverages prevalent in our society and affirms, consistent with the frequently reiterated position of the church, the appropriateness of voluntary abstinence as the norm. The College will not tolerate alcoholic consumption which produces loss of self-control, abuse of the person or rights of others, excessive disturbance, or destruction of property. Such conduct is subject to disciplinary action. Compliance with local and state laws concerning the purchase, possession, transportation, and consumption of alcoholic beverages is expected.

Drugs. All local, state, and federal laws will be observed regarding the use, possession, and sale of drugs.

Firearms. The possession and use of firearms in a campus community constitutes a serious hazard. Therefore, the possession and use of firearms must be considered a privilege rather than a right, and will be permitted only under the most explicit conditions, the violation of which warrants appropriate disciplinary action.

Firearms are to be maintained and stored in accordance with state and federal law, and college regulations.

Financial Responsibility. Members of the St. Andrews community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter for creditors. However, the College has a responsibility to inform a student of his indebtedness to the College in advance of his departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

Disciplinary Action. Members of the College community have the right of

due process in matters involving disciplinary action. Such procedures for the student shall conform to the Joint Statement on Rights and Freedoms of Students VI. (omitting B. 1) and V.B. and for the faculty shall conform to the 1940 Statement of Principles on Academic Freedom and Tenure.

Code Implementation and Amendment. The Faculty and the Student Senate shall jointly assume responsibility to devise ways and means for this Code to become increasingly an expression of St. Andrews community life, to continue to review it for adequacy, and collectively to become the instrument by which future revisions are recommended to the Board of Trustees.

IMPLEMENTATION OF THE CODE OF RESPONSIBILITY

During the 1970-71 school year a committee of faculty and students was charged by President Hart with the implementation of the Code of Responsibility. They met and discussed various ways of interpretation of the several sections of the Code, and listened to the opinions of administrative and student leaders concerning its implementation, and then devised a series of recommendations for various segments of the college community. These recommendations, which pertain to specific sections of the Code, have been submitted to the President of the College.

JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U. S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D. C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, implementation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its five national sponsors, as well as by a number of other professional bodies. The endorsers are listed below:

U. S. National Student Association
Association of American Colleges
American Association of University Professors
National Association of Student Personnel Administrators
National Association of Women Deans and Counselors
American Association for Higher Education
Jesuit Education Association
American College Personnel Association
Executive Committee, College and University Department, National Catholic Education Association
Commission on Student Personnel, American Association of Junior Colleges

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which

professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT AFFAIRS

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which

do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or

public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who accidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed

of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time,

to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his defense by an adviser of his choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president or ultimately to the governing board of the institution.

JUDICIARY PROCEDURE

The Student Judiciary Board, composed of two sophomores, two juniors, and three seniors elected by the student body, tries all Honor Code offenses: lying, cheating, stealing, and appeals of lower courts. These cases are referred to the Board by the Attorney General. The Board can render sentences from expulsion, by unanimous vote, to a mere warning. Due to the fact that cheating falls under the Honor Code, the Board handles most cases from the academic side of campus. There is an advisor from the faculty or administration, but this person does not serve in a voting capacity.

Reporting a Case:

Cases of serious misconduct as provided for in the Student Association Constitution are reported either directly to the Attorney General or indirectly to him by informing Office of Student Personnel Services or member of the Judicial Committee. In disciplinary cases, judicial authorities of the College consider not only the specific charge but also the student's total academic and citizenship record. Technically proved evidence is not to be considered essential at this educational institution. First offenses, unless of extreme severity, are not usually to be considered grounds for expulsion. The following procedures for hearings by a court at St. Andrews are believed to be reasonable for this educational setting.

Notification of Those Concerned:

The Judicial authority will give notice of the scheduled hearing no less than 24 hours in advance to the student concerned and to members of the court, its advisors, and the Office of Student Personnel Services, giving instructions of appearing before the court, including time and

place scheduled. The student's Faculty Advisor will also be notified. The student may request a student, faculty member, or other college official to appear with him. The student accused may call witnesses in his behalf before the court if their names are submitted to the Attorney General no later than 6 hours prior to the opening of the hearing.

Witnesses:

The testimony of witnesses in court will be recorded. All testimony given the court while in session by any person appearing before the court is to be given and received in full recognition of serious action that will follow perjury. Further, official transcripts of the hearings of the court, including the names of the accused and the witnesses, will be restricted to members of the judicial body and to college officials for whom such information is needed in follow-up action and counseling. Any public report of action taken in cases of misconduct will show reference to the case only as case number and summary of action taken by the court.

Notification of Parents:

For major offenses, a Dean of Student Personnel Services, or another college official, will communicate final action as soon as possible in writing to the student's parents, guardian or spouse. Such notification will include a summary of the nature of the case and the nature of the penalty. Such notification is supplementary to that which the student concerned is expected to communicate to those to whom he is responsible.

Appeals:

The following paragraph must be read to the defendant by the Chairman of the Court:

Following a verdict which the student wishes to appeal, he must remain on campus until the appeal is heard and the final judgment is reached. Verbal indication of the desire to appeal a case must be given to the chairman of the court which has handled the case within three (3) days following the date of final judgment. By 11:00 a.m. the day after the defendant has indicated his desire to appeal, he must present in writing to the chairman of the court the grounds for his appeal and a complete list of those persons he wishes to be present at the hearing. The chairman who receives this information will append it to the minutes of the trial and present it to the Attorney General for assignment to the proper appellate court. Appeals relating to probation (or suspension) will follow the procedures outlined under the "Probationary Regulations" section of this handbook.

The Deans may make allowance for the terms of restriction or departure for resident students who are to depart from the campus, when appropriate. Any return to campus thereafter must be approved beforehand by the Dean of Students or his representative. Non-residents who are suspended or expelled are expected to observe these conditions as

they apply to non-residents.

NOTE: Departure from normal procedure must be requested by the accused or the appropriate judicial authority in writing and must be approved by the Dean of Students or his representative.

Alternate Judicial Procedure:

During final exam periods normal judicial procedures may be suspended because of the impossibility of getting together members of the proper judicial body. In such times the Dean of Students and the Dean of the College may in consultation with the Attorney General review the cases and decide on appropriate action.

The Judiciary Committee:

Chairman ----- Mollye MacLeod
Secretary ----- Sheilah McLean
Jane Blanchard—(seven other members to be appointed in the fall)

The Student Appellate Board:

Jimmy Stephens, Hewitt Gehres, Dave Bunn
Advisors ----- Dr. Neal Bushoven, Dr. Donald Barnes

The Student Judiciary Board:

Chairman ----- Tricia Smith
Vice-Chairmen ----- John Bryan, Susan Harris
Senior Members ----- Peggy Oliver, Sam Watkins
Junior Member ----- Miles Weaver
Sophomore Member ----- Tommy Sperling
Advisor ----- Dr. Richard Prust

Residence Courts:

Men's and Women's Residence Courts handle cases involving violations other than Honor Code offenses, that occur in the dormitories or affect them. The court (each one respectively) consists of two representatives nominated from each dormitory, and are called to meet only when a case arises. Members from both courts may combine to form a coed court in the event open dorm privileges have been misused.

Albemarle	—	Lane Abernathy
		Yvette Smith
Concord	—	Pam McNeil
		Jo Anne Foil
Granville	—	Dianne Ellison
		Walter Thompson
Kings Mt	—	Jeff Vernooy
		Sid White
Mecklenburg	—	Jay Serini
		Dave Gibbs
Orange	—	John Robinson
		George Fort

Winston-Salem — Rex McGuinn
Toby Vosburg
Wilmington — Edna Hall
Dairlyn Chelette
Chairmen to be announced

Traffic Court:

Jim Lutz	Lee Southwell
Mary Ann Merritt	Jeff Futral
Pat Jolly	Chairman to be announced

MOTOR VEHICLE REGULATIONS

All vehicles must be registered for each academic year and decals placed on the left side of the rear bumper within two weeks after the official class registration date of said semester. The cost for registration is \$1.00. Any student or employee with a motor vehicle with no registration decal after the registration date will be fined \$5.00. Students planning to bring vehicles on campus after the registration period must obtain a Vehicle Registration form from the Office of the Physical Plant Director.

The following traffic and parking rules are to be observed by operators of motor vehicles.

All traffic rules and regulations of the State of North Carolina apply to vehicular traffic on St. Andrews property.

Overnight Parking is restricted to regular parking lots. Persons parking elsewhere between 1:00 a.m. and 7:00 a.m. will be served with violation tickets. Overnight parking is prohibited in the circle. The circle in front of the College Union is for access by emergency vehicles and short-term parking. Parking is not permitted by the yellow curbs.

Motor Scooters and Motorcycles, when properly registered with the Director of Physical Plant, may be operated on campus under the same rules and regulations as automobiles, provided that each vehicle has factory mufflers with all baffles in place and secure. Any vehicle which makes excessive noise shall be repaired or removed from campus. State regulations governing motor bikes on state roads will be enforced on campus. In addition, helmets must be worn at all times, on or off roads.

No student vehicle shall be driven or parked on the lawn or sidewalk—except at the beginning and end of vacations when vehicles are permitted for the purpose of loading and unloading luggage—without permission from the Physical Plant Office or the Student Personnel Services Office. Violation of this regulation will incur a \$5.00 fine.

All **Tickets** must be paid before the end of the semester or the student will not be allowed to register for the following semester and all

transcripts will be held. If the recipient of a ticket wishes to contest the ticket, he must, in writing, notify the chairman of the Traffic Council of his desire within 72 hours of receiving the ticket.

Any person who receives five tickets in one semester will receive a will be brought before the Traffic Council for judicial action. (Winter term is included with Fall term as one semester.)

Failure to appear before the Traffic Council after being summoned by the chairman of the Traffic Council will result in the violator being subject to action by the court.

All Tickets are to be paid at the Office of the Physical Plant or at the College Business Office. The Physical Plant Office is open Monday through Friday from 8-12 and 12:30-4:30 and Saturday from 8-12.

Visitors who receive parking tickets should appeal to the Security Officer at the Physical Plant.

First Violation — \$1.00 Fine:

1. Parking by yellow curb leaving vehicle unattended
2. Parking in a prohibited zone
3. Obstructing traffic
4. Parking overnight in a restricted zone

First Violation — \$5.00 Fine:

1. No college registration
2. Vehicle on grass or sidewalk without permission
3. Reckless driving

Above Violations: (speeding, reckless driving, etc.) All moving violations subject to North Carolina state law are adopted as college regulations.

Traffic Court decisions may be appealed to the Student Judicial Board if notice of the appeal is made within 72 hours of the council's decision. Ignorance of these traffic laws is no excuse.

Note Regarding Bicycles: Each bicycle must be registered each academic year with the Physical Plant and display the registration decal (no charge). Bicycle operators are to recognize that pedestrian traffic has the right of way both when the vehicle is parked as well as when it is being operated. Locks are highly recommended.

ACADEMIC POLICIES

The following regulations relate primarily to academic expectations under the general coordination of the Dean of the College and his staff and are subject to review as necessary by the Faculty Executive Committee, Faculty Advisors, the Dean of Students, and other officers of the college who may advise students relative to those regulations; however, when interpretations may be needed, such questions are to be referred

to one of the Academic Deans or to the Chairman of the Faculty Executive Committee.

Registration

Toward the close of the Fall and Spring terms, each student must plan his course program for the succeeding term (and summer school and winter term when appropriate) in conference with Faculty Advisor and complete registration for the term in question. New students confer with their Faculty Advisors during the orientation period. Final registration is completed at designated times at the beginning of each term. All courses and changes in a course program must be approved by the Faculty Advisor.

A student wishing to change his academic advisor may request such through the Office of the Dean of the College.

Course Load

The course load for the 4-1-4 calendar is four courses in the Fall and Spring terms and one course during the Winter term. Students will not be normally* permitted to take additional courses, and all regularly enrolled students must carry the regular load unless special permission is granted by the Dean of the College. If a student's course enrollment falls below this minimum, he may be asked to withdraw from the College. If for some approved reason a student is registered for less than the regular load, he may be classified either as a special degree student or as a special non-degree student.

**In extreme cases and only on the decision of the Dean of the College, an exception may be made. There will be an extra fee of \$150.00 for such overloads.*

Winter Term

Arrangements may be made to take Winter term courses at several other colleges on the 4-1-4 calendar, as well as off-campus courses offered by those colleges. Overseas courses are offered at an additional price to England, Latin America, Hawaii, Greece, and Italy. Arrangements must be approved in advance by the student's Faculty Advisor and the Division Chairman involved.

Application For An Academic Major

Not later than the Spring of his sophomore year the student must select the department in which he wishes to major. The requirements in each major field are given at the beginning of the description of courses in that department and are found in the 1971-1972 St. Andrews Catalog. If a student is not accepted in any department by the beginning of his senior year, he will not be eligible to continue at St. Andrews.

Attendance Regulations

1. General College Policy:

Regular class attendance is an important student obligation and a student is responsible for all the work, including tests and written work,

done in all class meetings. No right or privilege exists which authorizes a student to be absent from any given number of class meetings.

2. Absence Policy

Students are expected to be present at all their regularly scheduled class appointments. Experience has shown that successful students do not absent themselves from class without good reason. One of the major causes for poor academic achievement is excessive absence from class.

Attendance regulations are designed to provide that a large measure of individual responsibility be given to students whose academic records justify the delegation of such responsibility. The instructor in each course will announce and maintain an absence policy in keeping with the nature of the course and the classification of the student. Each student should familiarize himself with this policy at the beginning of each course.

When absences from class endanger a student's academic standing or indicate a serious lack of commitment to the work of the course, the student will be involuntarily withdrawn from the course after a formal warning from the Dean of the College.

3. Exceptions To The Above Policy

Absences Before and After Holidays

To preserve the integrity of the calendar and the academic program, students will be expected to attend all classes the two class days before and the two class days after each holiday. A record of attendance in all such classes will be reported to the registrar by all instructors.

Students with less than a 3.00 St. Andrews cumulative grade point ratio (g.p.r.) who are absent from these classes will be placed on probation for the remainder of the semester. Students already on probation who miss such classes will be asked to appear before the Faculty Executive Committee for appropriate discipline which may involve dismissal from the college.

System of Grading

1. Each student receives a grade in his course at the close of the term. The mid-term grades when given do not appear on a student's transcript; they are designed to give the student an indication of his progress. The grading system is as follows:

Grade	Interpretation	Quality Points
A	Excellent	4 per course
B	Good	3 per course
C	Satisfactory	2 per course
D	Passing	1 per course
E	Conditional Failure	0 per course
F	Failure	0 per course
I	Incomplete	0 per course
WP	Withdrew while passing	0 per course
WF	Withdrew while failing	0 per course

Grade points, the numerical equivalent of the letter grade, are used to determine the student's rank in his class, academic honors, and academic warning. To meet the minimum requirements for graduation all students must have (1) a grade point average of 2.0 on all work attempted at St. Andrews; (2) credit for 32 regular term courses, four Winter term courses, and five semesters of physical education; (3) a grade point average of 2.0 in the final year of college work; and (4) a grade point average of 2.0 in the major field taken at St. Andrews.

3. Grade points on acceptable work transferred to St. Andrews will not be included in a student's grade point ratio of work done at St. Andrews. All transfer student credits to be accepted by St. Andrews must have a written approval of the Dean of the College.

4. A student's cumulative grade point ratio at St. Andrews (SACU) will be the basis on which honors and qualifications for student offices will be computed.

5. A student must have completed 18 courses at St. Andrews to be eligible for the honor society or for honors at graduation. The student's citizenship record also must be one of good standing.

Course Additions, Withdrawals, and Conditional Grades

1. Freshmen are permitted to drop courses with the approval of their Faculty Advisor in a designated period following registration day without having this recorded on their permanent records; upperclassmen are allowed a period of one week for dropping particular courses under the same conditions. After this time, a "WP" grade is given when the student withdraws with the approval of his Faculty Advisor while doing passing work. Otherwise, a grade of "WF" is recorded. No student may withdraw from a course during the four weeks preceding the final recitation of the semester without the approval of the Faculty Executive Committee.

2. Students are permitted to add courses with the approval of their Faculty Advisor for a period of a week following registration day. Students who drop or add courses after academic registration must do so in keeping with the proper form available in the registrar's office. Complete instructions are provided on the form and it is essential that the student process this form in every detail in order for his records to be accurate. Merely discontinuing attendance is not sufficient; it is necessary that the proper procedure be followed immediately, and the first step must be discussion of the matter with the Faculty Advisor. Registration or adding a course after the announced drop-add period will require a payment of ten (\$10.00) dollars.

3. Any student may be dropped for cause from any course at any time upon recommendation of the professor and the approval of the Dean of the College. Sufficient cause for dropping a student would include excessive absences (see "Attendance Regulation"), lack of preparation,

general neglect, unwholesome attitude, or improper conduct in class.

4. The College Physicians at any time may recommend to the Faculty Executive Committee that a student be allowed to drop a course for medical reasons. The Dean of the College or the Dean of Students may make a similar recommendation when circumstances surrounding a student's work are of an unusual nature. In such cases a grade of "W" will be recorded.

5. A grade of conditional failure (E) may be removed by reexamination. This must be accomplished within the third week of the following semester. Any exceptions must be authorized in advance by the Dean of the College. If not removed within the authorized time, the "E" becomes a failure, (F).

6. A failure (F) cannot be removed from a student's record. However, if such courses are repeated, the second grade is recorded as the final grade for the courses. If a course is not required for graduation or for a major it may be repeated only with the approval of the Faculty Advisor and the Dean of the College.

Examinations, Tests, and Reviews

1. A student who has final examinations in three successive periods may ask the Dean of the College or the registrar for an adjustment in the time of such examination.

2. Unsatisfactory grades at mid-term will be reported to the student involved. Where the record as a whole is unsatisfactory, a letter concerning the matter from the Dean will be sent to the student and parents.

Summer School

The college normally conducts a summer session. Though offerings are less varied than during the Fall and Spring terms, the Summer curriculum includes a wide range of courses for undergraduates, teachers, and high school graduates who wish to qualify for advanced standing. Regular members of the St. Andrews Presbyterian College teaching staff and visiting professors make up the faculty of the summer school.

College Catalog Requirements Applicable to Entering Students

In order that each class of students may understand the particular catalog which is in effect, the following rulings are announced:

1. All students who entered St. Andrews College for the Fall semester, 1968, through Summer, 1969, are under the requirements of the 1968-69 catalog.

2. All students who entered St. Andrews College for the Fall semester, 1969, through Summer, 1970, are under the requirements of the 1969-70 catalog.

3. All students who entered St. Andrews College from the Fall semester, 1970, through Summer, 1971, are under the requirements of the 1970-71 catalog.

4. All students who enter St. Andrews College from the Fall semester, 1971, through Summer, 1972, are under the requirements of the 1971-72 catalog.

Academic Warnings and Probation

Academic performance which is not fully satisfactory will result in warnings at appropriate times. While probation notices are the most serious, other warnings, such as oral admonitions from instructors or the Deans, or written notices from the Registrar, should be given immediate attention. Several specific conditions, however, are to be observed whether or not a warning is given. These follow:

1. Any regular student whose cumulative grade point ratio is less than 1.75 on all work attempted will be placed on probation, if permitted to continue at St. Andrews.

2. Any regular student who fails two or more courses during the previous regular term will be placed on probation, if permitted to continue at St. Andrews.

3. Any regular student whose grade point ratio for the previous regular term is less than 1.5 will be placed on probation.

4. Special students enrolling for less than the regular load will have their records and individual status reviewed by the Faculty Executive Committee.

5. At the beginning of each semester the Registrar will mail notices of academic probation to the students concerned, with copies being mailed to the parents, guardian, or spouse. Copies will also be sent to the student's Faculty Advisor and the Office of Student Personnel Services. The Office of Student Personnel Services will, in turn, send lists to campus life leaders.

6. Adequate grades on three or more summer school courses will remove a student from academic probation. Such study when approved by the Faculty Executive Committee will be counted in computing the required hours for readmission. Grade point deficiencies can be made up only at St. Andrews.

7. The Faculty Executive Committee may review a student's record at any time and invoke warning, probation, or suspension, or remove a student from such status, if in the Committee's judgment, such action is warranted. Particular attention will be given to student records at each grading period.

Probationary Regulations

Probation is a means of communicating to and warning students, their parents or guardians, and others concerned that such students are not demonstrating satisfactory academic achievement and/or citizenship.

1. Probationary status may be invoked for any of the following causes:

- a. Unsatisfactory academic performance

- b. Unsatisfactory citizenship
- c. Excessive absence from class or laboratory

2. When a student is placed on probation for one of these reasons, he should recognize that his continuation at the college is in serious jeopardy. If additional probationary action is invoked for a different cause, the student may expect dismissal from the college. Students under probation during consecutive semesters most probably can expect suspension if probation otherwise would seem appropriate for the ensuing semester.

3. A student on academic probation may not receive assistance from the college, except that financial aid will not be cancelled for the remainder of a semester unless so recommended by the Faculty Executive Committee.

4. The procedures for appealing judgments of probation (or suspension) are as follows:

- a. Judgments rendered by a Residence Court, Dormitory Council, or Traffic Court as the body of original jurisdiction may be appealed to the Student Judiciary Board. If probation (or suspension) is involved, appeals may be heard by the Student-Faculty Appellate Board.

- b. Judgments rendered by the Student Judiciary Board as the body of original jurisdiction may be appealed to the Student-Faculty Appellate Board.

- c. Unless otherwise authorized by the chairman of the judicial body rendering the judgment of probation (or suspension), or by one of the Deans, appeals are to be made no later than 4:00 p.m. the next working day following the action.

- d. In actions involving probation (or suspension), students may request a review of the case by the President of the College or his delegated representative.

5. Students under probationary status are expected to exhibit evidence of improvement both in academic achievement and in citizenship. Lack of such evidence, in the judgment of the Student Association judiciary, the Deans, or the Faculty Executive Committee, may result in suspension or dismissal without further hearing when such action appears to be warranted.

Continuation At St. Andrews

To maintain satisfactory progress toward a degree, a student must pass nine courses each year and maintain a cumulative 2.00 average. He will be permitted to return, however.

- (1) For his second year, upon completion of 8 courses passed with a 1.50 SACU.

- (2) For his third year, upon completion of 17 courses passed with a 1.75 SACU.

- (3) For his fourth year, upon completion of 28 courses passed with

a 1.90 SACU, and acceptance as a major in an academic program.

Additional Considerations for Readmission

1. In meeting the above requirements for continuation at St. Andrews, no grade of conditional failure (E) may be counted in the total number of courses passed.

2. Credit for three or more summer school courses, when approved by the Faculty Executive Committee and in keeping with degree requirements, will be counted in computing the required total for readmission eligibility.

3. Both resident and non-resident students must complete the appropriate Residency Agreement to establish eligibility for readmission.

4. In keeping with the twofold purpose of the College, that of higher education and Christian citizenship, applicants for admission or readmission whose records of achievement and citizenship reveal questionable patterns of behavior, will be denied the privilege of enrollment or may be given an appropriate conditional status.

Withdrawal From St. Andrews

Resident or non-resident students who desire or find it necessary to withdraw from St. Andrews at any time following notice of admission or readmission are expected to observe the regular withdrawal procedure:

1. Discuss the matter with the Faculty Advisor and secure his signature on the regular withdrawal form.

2. Advise the Dean of Students of the withdrawal and clear any impending disciplinary action. Secure his signature as a sign of clearance.

3. Clear with the Residence Director concerning any keys, room inspection, and laundry.

4. In order to complete the financial matter, clearance with the Health Center, library, and the business office is necessary. Clear financial matters in keeping with the following basic understandings: If a student withdraws for any reason within the first three weeks following registration day (or within the first week of a summer term), one-half of the tuition and fees charged at the time of registration will be refundable. If a resident, a charge will be made for dormitory room rent. After the third week, or after the first week during the summer term, no refunds are allowed except for sickness or call into the armed services. Written evidence of such conditions must be filed with the Dean of the College. Further, no refunds will be made without an honorable dismissal from the Dean or without application for a refund at the time of withdrawal.

5. The withdrawal form must be taken to the Office of the Dean of the College for final processing. Processing of withdrawal must be initiated in ample time to complete the necessary procedures: i.e., offices close at 5:00 p.m. and processing will halt at that time, except in emergencies.

6. In emergencies, the President, Dean of the College, or the Dean of Students may adjust the procedures attending withdrawal.

NON-ACADEMIC POLICIES

When any student does not show convincing evidence of being in sympathy with the purposes, policies, and procedures of the institution, the College must reserve the right to ask the student to withdraw.

GENERAL INFORMATION

General College policy concerning civil violations, firearms, drugs, and alcoholic beverages come under The Code of Responsibility.

Alcoholic Beverages

Permission to possess or consume alcoholic beverages other than within the residence hall suite is granted only by the Office of Student Personnel Services. In accordance with the Code of Responsibility, printed below are laws pertinent to the use of alcoholic beverages in Scotland County:

G.S. 18-51(6) makes it unlawful for any person, association or corporation to permit any alcoholic beverages to be possessed or consumed upon any premises not authorized pursuant to Chapter 18 of the General Statutes, and for any person to possess or consume alcoholic beverages upon the premises where not authorized by law or where the persons have been forbidden to possess or consume alcoholic beverages by the owner or person in charge of said premises.

G.S. 18-90.1 makes it unlawful for any minor under the age of 18 years to purchase or possess the products described in G.S. 18-64, to-wit: beer and wine, etc., and also for any person under 21 years of age to purchase or possess alcoholic beverages, to-wit: liquor.

Under G.S. 18-51 a person who is at least 21 years of age may possess and consume alcoholic beverages as authorized in this section.

Prohibition of Weapons

The North Carolina General Assembly passed House Bill No. 499 on April 27, 1971 which **"strictly prohibits** the possession of **any** gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc., etc.," from any college campus, public or private. Thus, any item considered a weapon, functional or nonfunctional is prohibited from the St. Andrews campus.

North Carolina Controlled Substance Act (1971)

The 1971 General Assembly recently enacted the North Carolina Controlled Substances Act (Ch. 919, 1971 Sessions Laws—effective Jan. 1, 1972) which makes significant changes in North Carolina's drug laws. The act is patterned after the federal Comprehensive Drug Abuse Prevention and Control Act (1970) and includes provisions for increased criminal penalties as well as for treatment, education, and research.

The criminal provisions are arranged in six basic schedules in order of severity. The "controlled substances" are grouped within the various control schedules according to the following criteria: (1) potential for abuse, (2) medical value, (3) potential for physical or psychological addiction, and (4) relative danger to society. For example, heroin, LSD, mescaline and peyote are listed in Schedule I; opium and cocaine in Schedule II; amphetamines and barbituates in Schedule III; phenobarbital in Schedule IV; codeine in Schedule V; and marihuana and THC in Schedule VI, the least severe penalties. Felony level penalties up to life imprisonment are prescribed

for most violations with monetary fines from \$5,000 to \$15,000. Criminal penalties are largely dependent upon the schedule and the classification of the offense into simple "possession" or more severe "distributing" (selling) categories. However, there is a statutory presumption of possession with intent to distribute if one possesses more than a specified minimum amount of a "controlled substance". For example, possession of more than 5 grams of marihuana or more than one-hundredth gram of THC carries a presumption of intent to distribute and thus a more severe penalty. Simple possession of Schedule III & IV substances are misdemeanors for the first offense although later offenses are considered felonies. The first two offenses of possession of Schedule V & VI substances are misdemeanors. Distribution of any controlled substance by a person between 18 and 21 years old to one under 18 who is also at least three years younger than the distributor is to be punished by twice the normal punishment provision. Similarly, distribution by a person 21 years or older to a person less than 21 years is to be punished by not less than 10 years to life and/or up to \$15,000 fine. One significant provision allows for the conditional discharge and expunction of the criminal records for first offenders of possession of Schedule III to VI substances after fulfilling probation requirements (which may include rehabilitation treatment), thus erasing the stigma of a criminal record.

Courts are given some discretion in sending offenders to treatment rather than penal facilities. Physicians and other practitioners are not to disclose the names of drug abusers who come to them for treatment; nor is such information admissible in evidence in courts of law.

The Department of Public Instruction and the Board of Higher Education are directed to carry out educational programs designed to prevent and deter misuse and abuse of controlled substances.

Specific Residence Hall Health and Safety Regulations

- All electrical appliances must bear the U.L.S. Seal of Approval.
- All refrigerators must be approved by Physical Plant Office.
- Private antennas must be approved by the Director of the Physical Plant. Do not, under any circumstances, tap in to the cable television system.
- Objects must not be suspended from room ceilings, nor may the ceiling tile be moved.
- Permission to paint rooms must be secured from the Director of the physical Plant.
- Beds and desks are not to be dismantled.
- Wall coverings must adhere to state fire code and guidelines of the insurance Underwriters.

Personal Possessions

A student is responsible for all items in his possession. Students are urged to lock their doors at all times.

Selling and Soliciting

Only the Business Manager and the Dean of Students may grant permission to sell or solicit items or services on campus. Any commitment by a student to a solicitor, whether authorized or not, is a personal commitment for which the College can assume no responsibility. Agents without a written permit from the Office of Student Personnel Services should be reported immediately.

Marriage

Notification of plans for matrimony by an enrolled student should be received by the Student Personnel Services as soon as possible.

Pets

Due to state and local health regulations, dogs, cats, and all pets, except fish, must be excluded from all academic buildings, service buildings, dormitories, and all other campus facilities open to students, faculty, staff, and the public.

Tree Damage

Any person found responsible for damaging the trees and shrubbery on campus will be held responsible for their replacement.

Fishing

All state regulations regarding public fishing apply to the St. Andrews lake. Any resident of Scotland County may fish with a pole and natural bait. However, use of artificial bait requires a valid North Carolina fishing license. Students at St. Andrews are considered residents of Scotland County.

Military Obligation

It will be the option of each male student to complete the application for Selective Service System Form No. 109. These forms may be picked up in the Office of the Registrar and must be picked up, completed and returned to the Office of the Registrar the first week of school.

Damage to College Property

Individuals are responsible for college property designated for their use.

GUIDES FOR RESIDENT STUDENTS

Dormitory Authority

While the following regulations are intended primarily for resident students, all students while on campus or at college events are expected to observe these guides. All students, including off-campus men and women not residing with parents, guardian, or spouse are classified as resident students.

Curfew hours for first semester freshman women are:

12:00 midnight, Sunday-Thursday

1:00 a.m., Friday

2:00 a.m., Saturday

All women, except first semester freshmen, have unlimited hours. All women's dorms are locked at 12:00 Sunday through Thursday, 1:00 Friday, and 2:00 Saturday. Each dorm has its own lock and security system for the safety of its residents.

Sign-out procedure is established by each dorm. Forms of sign-out procedures make it possible for a person to be found in case of emergency.

First semester freshmen women who realize on their way back to campus that they are not able to make the closing hour are urged to stop and telephone their dormitories, giving the reasons why they will not be able to arrive on time. It is understood that by doing this they will not be subject to penalty for late arrival.

Room Change:

Students may change rooms and roommates for good reasons, after filing a request and receiving approval for room change with the Director of College Housing. Copies of this form are available in the Student Personnel Services Office.

Room Inspection:

Inspection of rooms may be conducted only by a member of the administration, together with a student leader, and then only at the direction of the Student Personnel Services Office. Normal maintenance procedures may require college employees to enter rooms at other times during the college year, including vacations. Room inspection policy is covered in the Code of Responsibility (see page 18).

Room Security:

Students are encouraged to lock their rooms when leaving their suites for any length of time. This is an attempt to lessen the possibility of theft.

Open Dormitories:

Open hours in dormitories are a major responsibility of individual suites, Suite Leaders, Dorm Councils, and dormitory officers. Individual suites may vote on hours each week within specific guidelines. All open hours require unanimous vote of the suite members.

1. All dorms will be closed from 4:00 a.m. to 7:00 a.m.
2. Extended open hours may be obtained on a day-to-day basis through the approval of the respective Dorm President and Vice-President, in consultation with the Residence Director.
3. Each individual Dorm Council may choose to legislate stricter dorm hours.
4. The desire for extended open hours must be expressed by mid-night of the particular night in question.
5. Infractions of this policy will be handled by the respective Dorm Council.
6. Open hours must be posted on all suite doors at all times on approved forms.

Long Distance Calls:

Long distance phone calls are to be made only at a pay phone. Local calls may be made from the phone by first dialing 9.

Overnight Guests

Overnight guests staying in the guest rooms are charged \$1.00 linen

Residence Philosophy:

While Suite Leaders and Dormitory Presidents have primary authority in maintaining necessary order in dorms, it is each student's responsibility, \$2.00 for the first night (includes linen) and \$1.00 per night thereafter. The cost of meals is listed in the cafeteria.

Guests wishing to stay longer than three nights must have permission in writing from the Office of Student Personnel Services.

Overnight guests must be registered with the Residence Director. sibility to become involved in this endeavor. Several approaches are available: a personal confrontation, a suite meeting, referral to a Residence Court via the Suite Leader, or a conference with the Residence Director or other student personnel staff members. In every instance, conversation should precede action. As in all disciplinary cases, the student's total academic and citizenship record will be weighed against specific charges.

Off-Campus Residents:

Since St. Andrews is a residential college, all students are required to live in the dormitories on campus, when available space permits, unless they are living with parents, guardians, or husbands or wives. Single undergraduate men and women fully admitted but for whom no space on campus can be assured, may be permitted to reside off-campus when approved by application to the Office of Student Personnel Services. Basic college regulations apply to off-campus residents.

Persons who wish to reside off-campus must first complete an "Application for Off-Campus Housing." Priority is given by class rank and age.

Roof of Dormitories:

For the protection of lives and property, no one is permitted to use the roof of dormitories without prior approval from the Director of the Physical Plant.

"The Wall" (i.e., the front section of the wall between the ramp and the steps at the end of the causewalk nearest the College Union) is for any St. Andrews student who wishes to draw public attention to any ideas and feelings he wants to express. Students are requested to follow the Code of Responsibility in the use of The Wall and to limit their use to this one section only.

ADMINISTRATION AND FACULTY

The Office of Student Personnel Services

The Dean of Students: Dr. Rodger W. Decker

Responsible for the coordination of the total program of Student Personnel Services with emphasis in long range planning, research, budget.

The Director of College Housing and Assistant Dean of Students:
Mr. David McNair

Responsible for the residence hall program. He is assisted by Mr. Tom Tomlinson, Assistant Director of College Housing; Miss Carolyn Snider, Coordinator of Women's Residence Halls; and Mr. John Haluska, Coordinator of Men's Residence Halls. His staff, which includes the residence directors, the residence managers, and the residence assistants, is the primary liaison group with the Residence Hall Presidents, Councils, and other elected student officials.

The Director of Counseling Services and College Pastor:

Dr. Robert F. Davenport

Responsible for the counseling program of the college with the Dean of the College, who is primarily concerned with academic counseling and faculty counseling. His staff includes Mrs. Grace Mc S. White and Rev. Vann Joines.

The Director of Rehabilitation and Health Services: Rev. Robert M. Urie

Responsible for special services to students with physical limitations and the operation of the College Health Center. His staff includes Mrs. Alice McKenzie, Mrs. Billie Lane, and several part-time employees.

The Director of the College Union: Mr. Robert L. Chaiken

Responsible for the coordination of the College Union Program in cooperation with the College Union Board. Has broad responsibilities for the total social program of student activities for the college community. Staff includes the college hostess and several part-time student employees.

The Director of Placement Services: Mrs. Alice Hunt

Provides information concerning employment opportunities, graduate schools, etc. and provides opportunities for students to interview representatives of government, business and industry. Establishes placement files for graduates.

COUNSELING SERVICES

Counseling presupposes some level of expertise on the part of the counselor which enables others to trust his judgment and have confidence in his integrity. Counseling also presupposes: a willingness on the counselor's part to give anyone seeking help his undivided interest, time, understanding, and attention; the promise that what they share will be kept in absolute confidence; and, a willingness to take the other person and what troubles him with absolute seriousness.

There are three persons who give a significant amount of their time to personal counseling, Robert Davenport, Grace McS. White, and Vann Joines. By personal counseling we mean to suggest all those problems which are common to people in a college setting: problems about vocation and study, problems about sex, problems about roommates, problems about parents, personal problems about the draft and its alternatives, problems about drugs, etc. Both individual and group counseling are available.

The College Counselors' offices are located on the ground floor of the Student Center. Ida Mae Malloy serves them as secretary and will know their schedules and make appointments for students who want to see one of them. Of course, any one of them can be approached directly, either in person or by phone. In their training and in their personal commitments these three people are uniquely prepared to offer personal counseling as we have described it.

The services of the Presbyterian Guidance Center are available to students for whom vocational and diagnostic testing and interpretation would prove helpful.

The College also provides psychiatric referral on a limited basis for diagnostic and short-term therapeutic services. The psychiatrist sees students only on referral from one of the three counselors, and he also serves as the counselors' professional supervisor, reviewing their work to improve their competence. The psychiatrist is some distance away and the cost of his services is borne by students except in unusual circumstances, but these can be discussed with the College Counselors if and when a referral is requested or thought necessary.

HEALTH AND REHABILITATION SERVICES

Robert M. Urie	Director
Mrs. Alice McKenzie	Supervisor of Aides and Rehabilitation Nurse
Mrs. Billie Lane	Nurse
Mrs. Maggie Pitman	Assistant in Health Center
Hugh M. McArn, Jr., M.D.	College Physician
David A. Williams M.D.	College Physician

Office Hours — Rehabilitation Services

Monday-Friday

8:30 a.m. - 12:00 noon

1:00 p.m. - 5:00 p.m.

Saturday-Sunday

Closed

Rehabilitation Emergency: Call Mr. Urie—day, Ext. 316; home 276-2145.

Office Hours — Health Service

Monday-Friday

7:00 a.m. - 11:00 a.m.

1:00 p.m. - 4:00 p.m.

6:00 p.m. - 7:00 p.m.

Saturday-Sunday

Closed

Emergencies: Call Health Center, Ext. 311, or, when switchboard is closed, dial 276-2359, or 276-7053.

If For Any Reason You Cannot Contact the Health Center:

- (1) Go to the Emergency Room of Scotland Memorial Hospital.
- (2) For ambulance service dial 276-3385 (Sheriff's Department). Indicate clearly the building or area where ambulance is needed and give your full name.
- (3) For aid from Campus Security Officers dial 276-6102, and ask for Mobile No. 716. Indicate clearly who you are and the building or area where Security Officer is needed. If no answer, dial 276-2435 and ask for a Security Officer.
- (4) David McNair—day, Ext. 306; home, 276-7202.
- (5) Robert M. Urie—276-2145 (home).
- (6) Rodger W. Decker—day, Ext. 306; home 276-2063 or 276-3691; if no answer, dial 276-2435 and ask for Mobile No. 3.

REHABILITATION SERVICES

With funds from state and federal agencies, the college provides workshops for roommate-aides of physically handicapped students. These aides are full-time students who work under the direct supervision of Mrs. McKenzie. Adult attendants are provided as needed under supervision, but are paid by the parents of handicapped students. Not all such students require adult attendants in addition to the student roommate-aide and questions about these matters should be taken to the Rehabilitation Office.

Special services for handicapped students are provided through the Rehabilitation Office, including transportation off-campus for special events, modification of physical facilities, wheelchair and equipment repair, vocational and personal counseling, and job placement upon graduation.

SECURITY SERVICES

Jacques C. ReVile, Director and Chief of Security
J. H. Jackson, Jr., Security Officer
Lacy M. Gay, Security Officer

To secure the help of the Security Officers, follow this procedure:

Call 276-6102, Mobile 716 or 276-2435 and ask for Security Officer on duty. If for some reason he is not available and there is an emergency, call Mr. ReVile (276-0173) and then the on-duty dean whose name appears each week on the info sheet published by the Office of Student Personnel Services.

The Security Staff at St. Andrews maintains an around-the-clock security service.

PLACEMENT SERVICE

One of the many services to students provided by the Office of Student Personnel Services is the Placement Service.

The Goal of the Placement Service Is:

To promote the student's personal development by assisting him in

planning for future career opportunities.

It Accomplishes This Goal By:

Making available occupational literature in the office of the Placement Coordinator in the Office of Student Personnel and in the Presbyterian Guidance Center.

Administering test batteries in cooperation with the Presbyterian Guidance Center located on campus.

Arranging individual interviews with the Placement Coordinator or with counselors at the Guidance Center.

Making available announcements and listings concerning summer and part-time employment.

Arranging on-campus interviews with representatives of government, industry, and school representatives.

Establishing a permanent file for graduating seniors and alumni placement.

CAMPUS RESIDENT STAFF

Mrs. Elaine Edens	Albemarle
Neal Bushoven	Mecklenburg
Mrs. M. W. Harvey	Wilmington
Miss Carolyn Snider	Granville
John Haluska	Winston-Salem
Mrs. Sarah H. Peterson	Concord
Richard C. Prust	Kings Mountain
Tom Tomlinson	Orange
Substitute	Mrs. Dan Hasty

Residence Hall and Campus Building Service Staff

Mrs. Helen Cooper, Mrs. Mately Jones,	
Mrs. Eliza McCutchen	Women's Dorms
Mrs. Lula Mae McNeil, Mrs. Flora Jane Harris,	
Mrs. Bessie Murray	Men's Dorms
Mrs. Annie Newton	Library
Mrs. Maggie Pittman	Infirmary
Mrs. Catherine Rucker	College Union
Mrs. Lena McDaniel	Liberal Arts Building
Mrs. Arletha Pratt	Gudinace Center and Development Office
Mrs. Daisy McLaughlin	Physical Education Building
Mrs. Donnie Easterling	Science Building

FACULTY AND STUDENT COMMITTEES

DIVISION CHAIRMEN

Dr. Douglas W. Hix	Director of The Christianity and Culture Program
Dr. Alvin H. Smith	Behavioral Sciences
Dr. J. Rodney Fulcher	History and Social Sciences

Dr. W. D. White	Language and Literature
Dr. Robert A. Pedigo	Natural Sciences and Mathematics
Professor Arthur W. McDonald	Music, Art and Theatre
Dr. P. Leslie Bullock	Religion and Philosophy

STANDING FACULTY COMMITTEES

(An asterisk indicates committee or sub-committee chairman)

Executive Committee

The Faculty Executive Committee shall review and recommend needed changes in policies concerning initial appointments of academic personnel, promotion in rank, dismissal, and tenure. Also, the Committee shall formulate and recommend to the faculty policies on class attendance, absences and permissions, and shall act on exceptional student problems within the framework of academic regulations.¹

*V. Arnold, Alexander, C. Bennett, Decker, Geffert, Gross, Hix (Registrar and Director of Admissions by invitation)

Student Representatives: Johnnie Mae McLaughlin, Campbell Peery, Patricia Smith

Student Life Committee

The Student Life Committee shall oversee and coordinate student life in non-academic matters.¹ It makes recommendations to, asks opinions of, and hears reports from any college-related body; charters clubs; serves as a long-range planning group for student life; and develops policies and procedures necessary for a total program of student publications.²

*McNair, Bushoven, D. Barnes, Decker, Morgan, Prust, President Hart (ex-officio), Student Representatives: Ken Watkins (ex-officio), David E. Bunn, Scott Breckenridge, Dairlyn Chelette, Theresa D'Adamo, Dianne Ellison and one freshman

Admissions And Financial Aid Committee

This Committee shall formulate and recommend to the faculty both admission policies and financial aid policies and act on any exceptions to these policies. The Committee shall consider the merits of students applying for scholarships, grants or loans and shall administer the program of Honor Scholarships.¹

*Gourley, Clausz, Crossley, Harvin, W. Jones, Singleton (Registrar by invitation)

*Gourley, Davis, McNair, McNeill, J. Holmes, Stephens

Educational Policy Committee

This Committee shall act on and report to the faculty any addition of courses to the curriculum and any removal of courses therefrom. The Committee will also be responsible for a continuous study and evaluation of the entire educational program of the College and shall make recommendations to the faculty on matters of educational policy.¹

*V. Arnold, C. Bennett, Bullock, Crossley, Fulcher, Geffert, Hix, B. Holmes, McDonald, Melton, Pedigo, A. Smith, White, Student Representatives: Lani K. Baldwin, Jeffrey T. Neill, James I. Stephens

Assemblies And Public Events/Calendar Committee

This Committee shall plan or supervise all assembly programs and public events of an educational nature, other than specialized college activities.¹

*T. Somerville, Bayes, Davenport, Joyner, McDonald, Stephens (Piedmont University Center Representative), McS. White, Director of College Union (Calendar), Student Representatives: Annette Lauber, Darlene Mobley

1—Faculty Handbook

2—Student Association Constitution

ADDITIONAL FACULTY COMMITTEES

Campus Planning and Space Utilization

*Hix, Alexander, V. Arnold, Davis, Frye, Fulcher, R. Lietz, Miller, Rolland, Urie, Manager Physical Plant, Student Representatives: Edward A. Anderson, David Beale, Bette L. Boykin, Sidney O. White

Faculty Publications

*Melton, V. Arnold, C. Bennett, L. Lietz, Marks, Neylans, Styron, Student Representatives: Rex A. McGuinn,, Wayne A. Warren

Social Activities

*McIntyre, Barlow, Brockmann, Haluska, Templeton

Library

*Gross, Applegate, M. Bennett, Bullock, Bushoven, J. Holmes, R. Lietz, Rogers, Wm. Somerville, Swart, Student Representatives: Stanley L. Lannier, Suzanne Moyers, Karen Seawell

Religious Activities

*Joines, Davenport, French, J. Holmes, D. Barnes, and Student Council

SUB-COMMITTEES

Athletics

*Morgan, Blair, Bullock, Davis, Hackney, Wetmore, Joann Williams

Audio-Visual

*Meyers, Daughtrey (Spring Term), Geffert, C. Ludlow, Narramore, McS. White, E. Coffman, Rebecca Spencer.

Teacher Education

*Swart, Clausz, Melton, McS. White, Wm. Somerville, Templeton, Weimer

Winter Term

*D. Barnes, Davenport, B. Holmes, Joyner, Posnick, Schenck, Weimer, Student Representatives Jeffrey Futral, Stephen S. McCallum, Linda McQueen

Campus Activities

Clubs and Organizations

CHARTERED CLUBS

The Collegiate Civitan Club is sponsored by the Laurinburg Civitan Club. They are involved in community service projects.

Officers ----- To be announced

The Highland Players is an organization for students interested in theatre. The main purpose is to allow a creative outlet for any who are interested in learning the various phases of the dramatic arts. To qualify for membership, a student must have worked at least forty hours on various phases of production. Students who have worked 120 hours in three consecutive semesters qualify for honor membership. The Players present four major, plus several minor productions each year.

Officers ----- To be announced

The Gun Club is an organization created for the purpose of providing firearms safety education for the campus and community, acquiring and supervising rifle, pistol, and skeet ranges on campus, establishing firearms competition as an intercollegiate sport, and promoting the use of firearms for legitimate civilian purposes such as hunting and target shooting. In addition, the club supervises the use of the college gun lockers and the registration of guns kept on campus. Club membership is open to any member of the campus community, but required if you want to have firearms on campus. There is a membership fee.

President ----- Nat Flinchum
Vice-President ----- Ken Sprunt
Secretary ----- Vaughan McAllister
Treasurer ----- Thad Morrison
Advisor ----- Dr. David Wetmore

The Radio Club operates an on-campus radio station, WSAP, which is a member of the Intercollegiate Broadcast System. Opportunities are provided for work and training in all phases of radio activity while serving as a means of communication on campus. Membership is open to all interested students.

President ----- John Bryan
Vice-President ----- Charles Gottenkieny
Secretary ----- Cheri McNeill

The St. Andrews Riding Club—The aims of the St. Andrews Riding Club are to operate a stable on campus in order to have a place in which the students who are interested in riding can participate in this sport. It aims to promote general interest to persons, both non-riders and riders

interested in the sport of riding horses. The club also seeks to serve the greater S.A. community by cooperating with other organizations of the College in various service activities.

Officers -----To be announced

The Sailing Club is for those students on campus who are interested in boating and sailing. The purpose of the club is to promote water safety through an acquaintance and appreciation of navigation and sailing techniques.

Officers -----To be announced

The Student North Carolina Association of Educators (SNCAE) is the professional association for all college students preparing for or interested in teaching. A member of the Student NEA is also a student member of his state educational association, with all rights, privileges and responsibilities of associate membership in the professional organizations. The primary goal of the Student NEA is that of "professionalizing" those persons who are preparing to teach. The club sponsors various workshops of interest to educators and sends representatives to the Student NEA Convention.

President -----Carey Anderson

Vice-President -----Cathy Isley

The Young Republican Club—St. Andrews is affiliated with the state and national Young Republican Organization, and provides an opportunity for young people to participate in a national party. Membership is open to all interested people from 18-30.

President -----Lee Southwell

Other officers to be announced

Zero Population Growth, commonly called Z.P.G., is a national political organization whose primary concern is the formation of an ecologically based political and social system. They believe that, unless we become aware of the ecological crisis foredoomed, mankind will suffer great wounds. This is an open club, open to suggestions, donations, and new members.

President -----Walter Thompson

Secretary-Treasurer -----Mike Howard

PUBLICATIONS

The Lance is the campus newspaper, published weekly and distributed free to the campus and also to people with paid subscriptions. Articles are written by a staff of reporters and editors who cover campus news in every phase as well as some national and international news coverage. The staff acknowledges its commitment to the guidelines set up for campus media in the Code of Responsibility calling for "Recognition on the part of authors, editors and commentators that freedom entails corollary responsibilities to be governed by the canons of re-

possible journalism, such as the avoidance of libel, slander, impropriety, undocumented allegations, attacks on personal integrity, and the technique of harrassment and innuendo." Letters to the editor and signed articles will be included, subject to space limitations.

Editor-in-Chief ----- Jeff Neill
 Associate Editors ----- Lani Baldwin, Marshall Gravely
 Assistant Editor ----- Kathy Kearny
 Sports Editor ----- Dave Mills
 Copy Editor ----- Elaine Thomas
 Business Managers ----- Hunter Watson, Lonnie Burrell
 Advisor ----- Mr. Fowler Dugger

The Lamp and Shield, the college year book which is published annually, gives a pictorial account of the events and personalities on campus throughout the year.

Editor ----- Karen Kennedy
 Associate Editors ----- Beth Stalder, Marty Fort
 Business Manager ----- Hunter Watson
 Advisor ----- Mr. Fowler Dugger

The Cairn is the campus literary magazine. The magazine accepts contributions from any member of the student body. The contributions are received, and selections are made for publication.

Editor ----- John Williamson
 Associate Editor ----- Ames Arnold
 Business Manager ----- Sidney White
 Advisor ----- Mr. Ronald Bayes

Dialogue is an "instrument of communication" sponsored by the College Christian Council which serves to relate opinions and suggestions of the author concerning current issues and situations. **Dialogue** is published at any time anyone so wishes to express his concerns.

UNCHARTERED CLUBS

MUSICAL ORGANIZATIONS

Membership in musical organizations is open to all students. Participants are required to attend all performances of their organizations, and receive one-fourth course credit per semester.

The St. Andrews College Choir is St. Andrews' touring elite, for it has won high acclaim for musicianship and professional conduct on its annual tours, both at home and abroad. A special feature of their January 1971 winter term was a tour of England and Scotland; they plan to go abroad again in 1974. Choir officers will be elected in the fall.

The St. Andrews Chorale, which meets at the same time as the College Choir, concentrates on the preparation of major choral works such as Haydn's **Creation** oratorio for performance on campus with the com-

munity. Both choirs may occasionally sing for chapel.

The St. Andrews Chamber Singers is a small vocal ensemble made up of members of the College Choir. They practice an extra hour each week, specializing in the performance of Renaissance and Contemporary vocal chamber music. The Chamber Singers perform on and off campus throughout the year.

Instrumental ensembles are organized as students are available. Ensembles anticipated include a concert ensemble, a stage band, and a pep band. During the 70-71 year, the bands were a popular addition to basketball games, the **Messiah** performance, and the Christmas party.

Officers of the St. Andrews College Concert Band for 1971-72 are:

President	Mark Smith
Vice-President	Don Fisher
Secretary-Treasurer	Wanda Patterson
Librarian	John Ware

ADVISORS FOR CLUBS AND ORGANIZATIONS

The Advisor of a club is its official liaison to the Administration and Faculty. Faculty Advisors to the Senate, Judiciary Board, the College Christian Council, to the publications, clubs, and other student organizations are selected by the members of the student organizations; these appointments are subject to approval by the Dean of the College and the Dean of Students. A representative of the Physical Education Department usually serves as advisor to the Intramural Sports Council, but like other advisors, does not serve in a voting capacity.

**FINANCIAL BUSINESS OF THE STUDENT ASSOCIATION
AND ITS CLUBS AND ORGANIZATIONS**

The Treasurer of the Student Association is solely responsible for all funds of the Student Association. He receives proposed budgets from all organizations on campus, then formulates a budget. All organizations should make requests for funds in the spring not less than one month prior to the end of the academic year. Final action will be taken no more than one month after the beginning of the fall term. The Treasurer of the Student Association will keep office hours which will be posted in the Student Association Office when he takes office. Request for funds will be granted only during these times except under extenuating circumstances. No requisitions for funds of the Student Association will be accepted by the Business Office without authorization of the Treasurer of the Student Association.

**PROCEDURES FOR
SCHEDULING EVENTS IN CAMPUS BUILDINGS**

Liberal Arts Building

Call William E. Pauley, Registrar (Ext. 221 or 304), or one of the secretaries in the Registrar's Office. Schedule use of projection room and

A-V equipment with Media Services, Room 122.

Avinger Auditorium

Call the Registrar (Ext. 221 or 304), or a member of his staff. If possible, events should be scheduled at least one week in advance. Indicate the event and the person responsible, as well as the time desired. Schedule use of projection room and A-V equipment with Media Services, Room 122.

College Union

For use of Main Lounge or smaller rooms throughout the building (except for food service areas), call Student Personnel Services Office and list your request with the staff (Ext. 306 or 319).

For food service requests, call College Caterers (276-6853) and indicate which dining area, time, number expected, and whether you plan to go through the line. Table service increases the food cost. Franklin Call, Director, can provide further information. Please give him a day's notice, if possible.

Physical Education Building

Call Floyd Blackwell, Director, Physical Education Building (Ext. 207 or 217; night number of pay phone, 276-9914), for the use of any of the areas.

Vardell Building

Call Thomas Somerville or a member of the office staff (Ext. 300 or 301).

Other Scheduling

All events other than regularly scheduled classes must be approved by the Calendar Committee. A copy of the "Request for Scheduling Events of the College Calendar" is available in Dean Arnold's office and in the Office of Student Personnel Services. Completed forms should be submitted to the chairman of the Calendar Committee.

SPORTS AND RECREATION

Intercollegiate Athletics in tennis, basketball, golf, cross country, track, soccer, and wrestling provide for active participation and for spectator enjoyment throughout the various sports seasons. "Try-out" dates for those interested as participants in intercollegiate competition will be announced to Coach Griffin and his coaching staff. The programs are open to all students. No athletic scholarships are offered.

Intramural sports include a wide-range of activities organized on an individual or dorm competition level. The Intramural Sports Council organizes the various activities which include swimming, football, softball, basketball, track, handball, pool, volleyball, horseshoes, tennis, paddleball, ping-pong, golf, wrestling, cross country, and bowling.

The **St. Andrews Cheerleaders** lead the spirit and enthusiasm needed by participants in the intercollegiate athletic programs. Seven regular and three alternate cheerleaders are selected by a joint student-faculty committee during the fall “try-outs.”

St. Andrews has membership in the NAIA and is a charter member of the Dixie Intercollegiate Athletic Conference.

ACADEMIC HONORS

Dean’s List

The Dean’s List recognizes achievement and is published soon after the end of each term except the winter term. To be included on the Dean’s List, juniors and seniors must have a quality point average of 3.25 for the term, freshmen and sophomores, a quality point average of 3.0 and all must have a clear citizenship record.

Sophomore Honors Awards

This award was established for the purpose of recognizing members of the Sophomore class who have shown outstanding scholarship achievement. Those sophomores who have a cumulative average of 3.0 or better are eligible for recognition. Sophomores with an average of 3.5 or better will be designated Sophomore Scholars and awarded a \$500.00 scholarship.

The St. Andrews Honor Society

1. Students with an overall academic average of 3.25 for five regular terms and three winter terms at St. Andrews are eligible for full membership. Students with an overall average of 3.0 but less than 3.25 are eligible for affiliate membership.

2. This society works toward the establishment of a Phi Beta Kappa Society on campus.

3. The Advisor of this society shall be a Phi Beta Kappa member.

4. Members shall be honored by serving in the following capacities:

a. Marshals for graduation at the end of the junior year.

b. Marshals for dignitaries.

c. Marshals for Convocation.

d. Having supper or touring the campus with important visitors on campus.

5. New members will be named at the annual Spring Banquet.

President _____ Peggy Oliver

Vice-President _____ Cathy Isley

Secretary _____ Susan Hunting

Who’s Who

Who’s Who Among Students annually includes approximately a dozen juniors and seniors from St. Andrews. The Student Life Committee sets the qualifications for nominees and appoints a Who’s Who Selection Committee, composed of faculty members and students, to compose a

ballot of those juniors and seniors who meet the qualifications. This list of nominees is voted upon in the fall by all upperclassmen. The final selections are subject to approval by the Student Life Committee, the Dean of Students, and the Dean of the College. Students are notified of their selection by National Headquarters and the announcement is made to the student body.

54

Campus Services

College Counseling:

See page 42

Career planning and school decisions:

Your Faculty Advisor
Department Advisors in Your Major
Deans of Students
Financial Aid Officer
Presbyterian Guidance Center
Placement Coordinator

Financial aid and job opportunities:

Financial Aid Officer
Deans of Students
Placement Coordinator

Foreign student matters:

Director of Admissions

Military, draft, and veteran's affairs:

Registrar
Men's Residence Directors
College Draft Counselor

Refrigerator rental:

Office of Student Association

Religious matters:

College Pastor
Assistant College Pastor
Local Pastor of Your Choice

Security matters:

Mr. Jacques ReVille

College Union

Mr. Robert Chaiken, Director of College Union
Student Host and Hostesses

Basic Guides for the College Union

1. Individuals and groups using the College Union are expected to exercise due respect for the physical facilities, equipment, and other persons in the building.

a. The use of unauthorized appliances and the opening of windows while air-conditioning units are in operation is not permitted.

b. State law requires that shoes be worn in the Union at all times.

HOURS FOR OPERATION OF THE COLLEGE UNION:

The Union:

Sundays through Thursdays—12:00 p.m.-1:00 a.m.

Fridays and Saturdays—1:00 p.m.-12:00 a.m.

Student Store

Mondays through Fridays:

8:30 a.m. - 12:55 p.m.

3:00 p.m. - 4:55 p.m.

Saturdays:

9:00 a.m. - 11:25 a.m.

Post Office Window Service

Mondays through Fridays:

8:30 a.m. - 9:00 a.m.

11:30 a.m. - 1:15 p.m.

4:30 p.m. - 5:00 p.m.

Saturdays:

10:30 a.m. - 11:30 a.m.

NOTE: All resident students are **required** to have post office boxes. There is no General Delivery Service. Insured packages must be mailed at the Laurinburg Post Office. Non-Resident students must notify the Student Personnel Services Office of their local address. **Special delivery letters are delivered only to the College Post Office or at the College Switchboard.**

Food Services

COLLEGE CATERERS, INC.

Food Service Staff:

Franklin Call, Food Service Director

Marvin Strickland, Chef

Mrs. Janie Jones, Chef

Snack Morning Personnel:

Mrs. Betsy Strickland

Snack Bar Evening Personnel:

Mrs. Prettie Wade

Snack Bar Counter Service:

Monday through Friday—9:00 a.m. - 11:30 p.m.

Saturday—10:00 a.m. - 11:30 p.m.

Sunday—3:00 p.m. - 11:30 p.m.

NOTE: All persons are asked to leave the Snack Bar no later than 15 minutes after the counter closes. A self-service system is in effect in the Snack Bar. Please place dirty dishes and trash in proper containers.

Cafeteria

Monday through Friday:

Breakfast—7:00 a.m. - 9:30 a.m.

Lunch—11:15 a.m. - 1:15 p.m.

Dinner—5:00 p.m. - 6:30 p.m.

(except Friday—5:00 p.m. - 6:15 p.m.)

Saturday through Sunday:

Breakfast—8:00 a.m. - 9:00 a.m.

Lunch—12:00 noon - 1:00 p.m.

Dinner—5:00 p.m. - 6:00 p.m.

Note: Continental Breakfast Saturday and Sunday, 9:00 a.m. to 10:00 a.m. I.D. Cards must be shown at all meals, and shoes must be worn in the cafeteria at all times.

Health Center

The Health Center Staff:

Hugh M. McArn, Jr., M.D.

David A. Williams, M.D.

Operational Guides:

Admittance: The Resident Nurse will render first aid service at no charge.

Services by the College Physician: Monday through Saturday the College Physician is available for consultation and treatment at 7:00 a.m.

Health Center Hours: Mondays through Fridays:

7:00 a.m. - 11:00 a.m.

1:00 p.m. - 4:00 p.m.

6:00 p.m. - 7:00 p.m.

Closed Saturday and Sunday

Visiting Hours: 4:00 p.m. - 5:00 p.m.

Bed Care: Bed space for routine observation is available; cases requiring bedside care or other specialized care will be referred to the local hospital.

Meal Service in Health Center: Patients will be served the regular diet as prescribed by the College Physician. If any special diet is prescribed, the student will be charged \$1.00 extra per day.

Referral to physician's office or hospital: The College Physician may direct any case to be sent to his office or to the local hospital if attention by a physician is needed.

Medication: Medication approved by the College Physician is held in stock in the Health Center and administered by the Resident Nurse.

Supplies and equipment necessary for examination room and bedside use by the physician are maintained.

Check-Out of Patients: Students may be released officially from the Health Center and readmitted to class by permission of the College Physician.

Non-residents who are absent from class because of illness or accident while confined in the Health Center are to be approved by the Registrar's Office. Absences excuses must be initiated in the Health Center within 24 hours of release to be excused.

Medicine charges to students are made on this basis: invoice price plus 10% for handling.

Chapel

In celebration of our faith as Christians in a college community, St. Andrews students, faculty, and staff gather for a service of worship at appropriate times, usually at 10:15 p.m. on Wednesday. The service is usually conducted by the College Pastor with faculty, students and visitors speaking also. The Chapel Committee of the College Christian Council plans the various programs. Often, other media are used with the aim of finding forms which enable us to celebrate our faith in the twentieth century. These forms include music, drama, films, and dance.

Every effort is made to create the possibility for modern, intelligent, and informed people to express their faith in a service which is designed to reflect our interests as a college community. Current issues of belief and practice, personal and social, in the College and in the wider community, are exposed and explored in the conviction that anything less pointed and central would be unworthy of what God is doing in the world.

Presbyterian Guidance Center

The Presbyterian Guidance Center offers St. Andrews students vocational guidance and counseling, special testing and the use of the Occupational Information library. It is preferred that students arrange visits through one of the Deans of Students or College Counselors.

Hours:

Monday through Friday—8:30 a.m. - 5:00 p.m.

Saturday—8:30 a.m. - 12:00 p.m.

The DeTamble Library

Library Service Staff:

Mr. Richard Lietz	-----	Librarian
Mrs. Betty Holmes	-----	Associate Librarian
Mrs. Margaret Bennett	-----	Acquisition Librarian
Mrs. Lois Lietz	-----	Reference Librarian

Hours:

Monday through Thursday—8:30 a.m. - 10:30 p.m.

Friday—8:30 a.m. - 9:00 p.m.

Saturday—9:30 a.m. - 12:30 p.m.

Sunday—3:00 p.m. - 10:30 p.m.

Note: Winter term and holiday hours will be posted.

General Rules:

1. Casual, but tasteful attire is permitted in the library.
2. No food or beverage may be brought in the library.
3. Smoking is not permitted.

Reserve Books:

Most reserve books may be checked out of the library for overnight use one-half hour before the library closes and are due back when the library opens the next day. They are located behind the circulation desk.

Fines:

1. Three week books—5¢ per day, discounted 50% if paid when the book is returned.

2. Reserve Books—50¢ for the first hour (or fraction thereof).

Limit: \$6.00 per day.

Note: The discount is not allowed on overdue reserve books or on recalled books which are not returned promptly.

3. End of semester—All books and fines are due the last day of each term. Students who have not cleared their library records will not receive permission to register for the next semester, to graduate, or to receive transcripts.

Lost Books:

Report lost books to the Circulation Desk; fines **do not accumulate** after books are reported lost. After a reasonable length of time, replacements costs, plus fines, must be paid if the book is not found. If a book is found, payment will be refunded upon presentation of the receipt.

Book Deposit:

Books may be returned when the library is closed by means of the deposit slot near the lakeside entrance to the library. Please return books to deposit slot only when library is closed.

Paperback Browsing Section:

A collection of paperback books on varied subjects is available inside the entrance to the library. Books may be borrowed and returned on the honor system. Donations are solicited.

Computer Center

Located in rooms 104, 105, 127 is the tie-in to the TUCC system.
Data Processing room 126.

Physical Education Facilities

The Physical Education Facilities offer a wide variety of sports and recreational activities for competition or pleasure. They include the new Physical Education building, a baseball diamond, six all-weather tennis courts, seven-hole par 3 golf layout, an all-weather track and playing area for field sports. These facilities are for students, faculty and staff of the college. Some form of identification will be required for facility use and equipment check out.

Swimming:

The pool is a regulation Olympic size, equipped for underwater coaching and has seating for two hundred spectators.

Hours:

Tuesday—7:00 p.m. - 9:30 p.m.

Wednesday—8:00 p.m. - 10:00 p.m.

Thursday-Friday—7:00 p.m. - 9:30 p.m.

Saturday-Sunday—2:00 p.m. - 4:00 p.m.

The Knight Room — Bowling, Table Tennis, Pool and Game Room.

Monday-Friday—5:00 p.m. - 10:00 p.m.

Saturday—1:00 p.m. - 11:00 p.m.

Sunday—2:00 p.m. - 5:00 p.m.

Gymnasium, Handball, Squash, Weight Room, and other Facilities.

Hours:

Monday-Friday—9:00 a.m. - 9:00 p.m.

Saturday—1:00 p.m. - 10:00 p.m.

Sunday—2:00 p.m. - 5:00 p.m.

The Equipment Room:

Hours:

Monday-Friday—3:00 p.m. - 10:00 p.m.

Saturday—1:00 p.m. - 10:00 p.m.

Sunday—2:00 p.m. - 5:00 p.m.

All facilities are available when classes are not using them.

Equipment may be checked out from the Equipment Room. It must be returned on the same day it is checked out and must be in good condition.

A late fee or damage charge may be charged for violation of these rules.

COACHES

Soccer	Robbin Kinne
Basketball	Thomas Whitely
Cross Country	Floyd Blackwell
Track	Robbin Kinne
Wrestling	Gerald Griffin
Bowling	Floyd Blackwell
Tennis	Robert Chaiken
Baseball	Gerald Griffin
Golf	Bill Morgan
Women's Sports	Joann Williams

The Administration

Donald J. Hart, M.A., Ph.D.	President
Jacqueline H. Singleton, B.A.	Administrative Assistant to the President
Victor C. Arnold, M.A., Ph.D.	Dean of the College
Fern A. Gillis	Secretary to the Dean of the College
Rodger W. Decker, M.A., Ed.D.	Dean of Students
David McNair, B.A., M.A.	Assistant Dean of Students and Director of College Housing
Tom Tomlinson, B.A.	Assistant Director of College Housing
Peggy Tapp	Office Manager, Student Personnel Services
Carolyn J. Snider, B.A., M.A.	Coordinator of Women's Residence Halls
John E. Haluska, B.S.	Coordinator of Men's Residence Halls
Robert F. Davenport, B.D., M.A., D.Div.	College Pastor and Director of Counseling
Vann S. Joines, B.S., B.D.	Assistant Pastor and College Counselor
Grace McS. White, B.A., M.A.T.	College Counselor
Robert Chaiken, B.A.	Director of College Union
Julian M. Davis, B.A., Ed.D., C.P.A.	Business Manager
Wade Hendrix	Acting Director of Physical Plant
Jacques C. ReVile, Diploma Police Sci.	Director of Security Services
Franklin Call	Director of Food Services
William E. Pauley, B.A., B.D.	Registrar
Alice Hunt	Director of Placement Services
Richard J. Lietz, M.A. in L.A.	Librarian
Margaret W. Bennett, B.A. in L.A.	Associate Librarian and Cataloger
Elizabeth A. Holmes, M.A. in L.A.	Reference Librarian and Acting Librarian
Hugh M. McArn, Jr., M.D.	College Physician
David A. Williams, M.D.	College Physician
Robert M. Urie, M.S., B.D.	Director of Rehabilitation and Health Services
Alice L. McKenzie, R.N.	Supervisor of Aides
Billie Lane	College Nurse
John P. Daughtrey, M.S., Ed.D.	Coordinator of Summer Program
Everett E. Gourley, Jr., B.A., M.A.	Director of Admissions
Mary Wells McNeill, B.A.	Director of Financial Aid
Jean L. Rayburn, B.A.	Associate Director of Admissions
Harry L. Kraly, B.A.	Admissions Counselor
Elaine B. Liles, B.S.	Admissions Assistant
J. Bruce Frye, B.A., B.D.	Director of Development
Mahlon J. Coles	Associate Director of Development
Fowler Dugger, Jr., M.A.	Director of News and Publications
F. Badger Johnson, B.A.	Director of Bequests and Deferred Giving
Charles E. Parrish, B.A., B.D.	Director of Alumni Affairs

General Information

ABOUT LAURINBURG

Laurinburg has a population of about 9,000 and in 1956 was the first city in North Carolina to be chosen an All-American City and was selected for the second time in 1968. Laurinburg is served by air via Piedmont Airlines at Fayetteville, forty miles north; by train via Seaboard Coast Line at Hamlet, fourteen miles west; by bus via Greyhound and Trailways at Laurinburg.

Laurinburg has churches of all the major denominations. Bus service is provided to most of these each Sunday.

CAMPUS CUSTOMS

FALL FLING and SPRING FLING are two big week-ends on campus. They usually feature a formal or an informal dance and a popular singing group in concert, as well as on and off-campus parties.

PARENT'S DAY, held in the fall, is a planned opportunity for parents to visit St. Andrews. A special event of the day is the inter-dormitory competition of the Dean's Cup Boat Race.

WHO TO SEE FOR WHAT

Absences

Faculty Executive Committee via the Dean of the College

Boating

Equipment Room in Gym

Cars on Campus

Physical Plant (to register a car)

Dean of Students (if permission is necessary)

Chartering a Club

Assistant Dean of Students

Checks to Cash

\$5.00—College Union

College Store

Business Office

Payroll Checks—Business Office

Snack Bar—amount of purchase

Dormitory Damage or Needs

Suite Leader

Residence Director or Dorm Manager

Dorm Staff

Director of Student Housing

Dormitory Regulations or Policy

Inter-Dormitory Senate

Dormitory Council

Films—Ordering and Showing

College Union Board

Audio-Visual Services

Assistant Dean of Students

Financial Aid

Business Office

Functions involving refreshments

Assistant Dean of Students and College Caterers

Guests on Campus

Residence Director

Games

College Union Host Desk

Office of Student Personnel Services

Honor Code Violations

Attorney General (Mollye MacLeod)

Housing Off-Campus

Dean of Students

Lost and Found

Office of Student Personnel Services

Marriage

Dean of Students

Meal Ticket

Business Office

Parking Ticket

Pay at the Maintenance Office

Publications

The Cairn, Editors: John Williamson, Ames Arnold

Dialogue, Secretary of College Pastor

The Lance, Lance Office

The Lamp and Shield, The Lamp and Shield Office

Publicity

Development Office

W S A P

The Lance

Laundry and Dry Cleaning Service

College Union Host Desk

Meetings—Reserving a Room

LA Building or Library—Registrar
Vardell Building—Music Department Office
College Union—Office of Student Personnel Services
Cafeteria—Director of Food Service
Gym—Physical Education Office
Avinger Auditorium—Registrar

Room Changes

Office of Student Personnel Services

Scheduling Events

Chairman of the Calendar Committee

Sell or Solicit on Campus

Get Permission from the Business Manager and Dean of Students

Transferring and/or Transfer Credits

Registrar
Director of Admissions

Transportation to or from Train or Air Terminals

Office of Student Personnel Services

Wheel Chair Loan or Repair

Rehabilitation Office

Withdrawal from Class

Faculty Advisor
Professor
Registrar's Office

Withdrawal from College

Registrar

Working on Campus

Business Office

Working off Campus

Placement Director through Office of Student Personnel Services

INDEX

Absences Before and After Holidays	31
Academic Probation	34, 35
Academic Warnings	34
Administration (list)	62
Admissions and Financial Aid Committee (list)	46
Advisors for Organizations	51
Alcholic Beverages	18, 37
Alternate Judicial Procedure	27
Alma Mater	Inside Back Cover
Amendments to Constitution	12, 13
Antennas	38
Appealing Probation or Suspension	35
Appeals	26, 27
Appellate Board	8, 27
Application for a Major	30
Assemblies and Public Events Committee (list)	47
Athletics	11, 52, 53
Attendance	30, 31
Bicycles	29
Boating	63
Book Store Hours	56
By-Laws of Student Association Constitution	13, 14, 15
Cabinet	3
Cafeteria Hours	57
Cairn (Magazine)	50
Calendar for 1971-1972	Inside Front Cover
Campus Customs	63
Campus Planning and Space Utilization	47
Career Planning and Guidance	44, 45, 55, 58
Cars	63
Catalog Requirements	33
Ceilings	38
Chapel	58
Chartering of Clubs	63
Checks To Cash	63
Cheerleaders	53
Civil Violations	18, 19, 23
Clubs	40, 41, 42, 48-51
College Caterers, Inc.	52, 56, 57
Coaches	61
Code Of Responsibility	16-19
Code Implementation	19

Collegiate Civitan Club	48
College Christian Council	5, 10
College Counseling	42, 43, 55
College Union	55, 56
College Union Board	4
Computer Center	59
Conditional Grades	32, 33
Constitution	6-13
Counseling Services	42, 43, 55
Course Additions and Withdrawals	32, 33
Course Load	30
Damage To Dorms	39
Dean's List	53
Dialogue	50
Division Chairmen	45, 46
Dormitory Authority	39, 62, 63
Dormitory Autonomy	15
Dormitory Councils	10
Draft Counseling	42, 55
Drugs	18, 37, 38
Educational Policy Committee (list)	46
Elected Officers	3, 4, 12
Elections Board	4, 14
Electrical Appliances and Equipment	38
Emergencies	43, 44
Examinations and Tests	33
Executive Branch of Student Association	3, 6, 7
Faculty Committees (list)	45, 46, 47
Faculty Executive Committee (list)	46
Faculty Publications Committee	47
Faculty Social Activities Committee	47
Faculty Religious Activities Committee	47
Fall Fling	63
Films	63
Financial Affairs for Clubs and Student Association	51
Financial Aid and Job Opportunities	46, 55, 63
Fines (Library)	59
Fines (Traffic)	29, 63
Firearms	18, 37, 48
Fishing	39
Food Services	52, 56, 57
Foreign Student Matters	55

Games	63
General Policy (Non-Acedemic)	37
Grade Point Ratio	31, 32
Grading System	31, 32
Graduation Committee	14
Guests, overnight	40, 63
Guidance Center	58, 42
Gun Culb	48
Handbook Committee	6, 13, 14
Health Center	43, 44, 57, 58
Highland Players	48
Honor Society	53
Honor Code Violations	9, 63
Infirmary	43, 44, 57, 58
Inter-Dormitory Senate (IDS)	3, 4, 7, 8
Intramural Sports Council	5, 11
Joint Statement on Student Rights	19-25
Judicial Branch	8, 10
Judicial Committee	8, 27
Judicial Board	8, 9, 27
Judicial Procedures	25-28
Knight Room Hours	60
Lamp and Shield (Yearbook)	50
Lance (Newspaper)	49, 50
Late Permission	39
Laundry Service	63
Library	58, 59
Library Commttee	47
Long Distance Calls	40
Lost and Found	63
Mail Boxes	56
Marriage	39
Meal Ticket	63
Medical Matters	43, 44, 57, 58
Military and Veteran's Affairs	39, 55
Motor Scooters and Motorcycles	28
Motor Vehicle Regulations	28, 29
Musical Organizations	28, 29

Off-Campus Residence	41, 63
Open Dormitories	40
Orientation Committee	6, 13
Overnight Parking	28
Parents Day	63
Parking Tickets	29, 63
Personal Possessions	38
Pets	39
Physical Education Facilities	60
Placement Services	44, 45, 55, 58
Post Office Hours	56
Pre-Registration	30
Presbyterian Guidance Center	58
Prabationary Regulations	34, 35
Publications	17, 18, 22, 23, 49, 50
Publicity	63
Quorum	15
Radio Club (WSAP)	48
Re-admission	36
Refrigerators	38, 55
Registration	30
Rehabilitation Services	43, 44
Religious Activities Committee (list)	47
Religious Matters	55
Reporting a Case	25
Requisitions for Clubs	51
Residence Courts	9, 27, 28
Residence Philosophy	41
Resident Staff (list)	45
Riding Club	48, 49
Roof of Dormitories	41
Room Change	39, 65
Room Inspection	18, 40
Safety Regulations	38
Sailing Club	49
Scheduling of Events	51, 52, 65
Security	44, 45
Selling or Soliciting	38
Senate	4, 7, 8
Sign-Out Procedure	39, 40
Snack Bar Hours	56

Social Chairmen	5
Sophomore Honors	53
Sports and Recreation	52, 53
Spring Fling	63
Statement on Student Rights	19-25
Student Association Officers	3-6, 27, 28
Student Association Organization	3-15, 27, 28
Student Life Committee	12, 46
Student Life Committee (list)	46
Student North Carolina Education Association	49
Student Personnel Services Office	41, 42
Student Store Hours	56
Summer School Credit	33
Swimming	60
 Tickets (Traffic)	 29, 63
Traffic Court	28, 29
Traffic Regulations	28, 29
Transferring	65
Transportation	63, 65
Tree Damage	39
 United States National Student Association (U.S.N.S.A.)	 3
 Wall	 41
Wheelchairs	65
Who's Who	53, 54
Winter Term	30
Withdrawal Procedure	32, 33
Witnesses	26
Womens' Hours	39
Young Republican Club	49

Notes . . .

Notes . . .

Hail, St. Andrews!

Words by Donald F. and
Robert MacDonald
In stately tempo

Tune: "Maighceanan na h' Airidh"
Traditional Scots Gaelic Air
arr by MacDonald

1. Hail to thee our Al-ma Ma-ter! Bold thy Banner wav-ing o'er us!

2. Hail, all hail to thee St. An-drews May thy cour-age be un-bend-ing.



Let each loy-al son and daugh-ter proud-ly stand and raise the cho-rus:
Guid-ed by His migh-ty hand whose lov-ing mer-cy knows no end-ing.



From old Sco-tia's lof-ty lands to Ca-ro-lin-a's gen-tle plain--
With thy sal-tire raised be-fore us-- cross of white and field of blue--



Now thy no-ble name, St. An-drews — Ev-er glor-ious shall re-main!
we pro-claim thy faith vic-tori-ous — and thy vis-ion ev-er true!



